METROPOLITAN TRANSPORTATION COMMISSION

PUBLIC PARTICIPATION PLAN

for the SAN FRANCISCO BAY AREA

2010 Update

FINAL DRAFT

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METROPOLITAN TRANSPORTATION COMMISSION

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METROPOLITAN TRANSPORTATION COMMISSION

Public Participation Plan

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Separately Bound Appendix

Appendix D: Public Participation Plan Outreach: Detail of Comments and Notes from 2007 Presentations, Focus Groups and Web Survey

(These appendices are available from the MTC website, www.mtc.ca.gov, or by calling MTC's Public Information Office at 510.817.5757.)

Metropolitan Transportation Commission
Public Participation Plan

I know of no safe depository of the ultimate powers of the society but the people themselves; and if we think them not enlightened enough to exercise their control with a wholesome discretion, the remedy is not to take it from them but to inform their discretion.

— Thomas Jefferson

I. Introduction

The Metropolitan Transportation Commission is the transportation planning and financing agency for the nine-county San Francisco Bay Area. It also serves as the Bay Area Toll Authority (BATA), with oversight of the toll revenue from the region's seven state-owned toll bridges. And, as the Service Authority for Freeways and Expressways (SAFE), MTC oversees a region-wide network of freeway call boxes and roving tow trucks.

The Metropolitan Transportation Commission's public involvement process aims to give the public ample opportunities for early and continuing participation in critical transportation projects, plans and decisions, and to provide full public access to key decisions. Engaging the public early and often in the decision-making process is critical to the success of any transportation plan or program, and is required by numerous state and federal laws, as well as by the Commission's own internal procedures.

This Public Participation Plan spells out MTC's process for providing the public and interested parties with reasonable opportunities to be involved in the regional transportation planning process.

A. MTC's Commitment to Public Participation

Guiding Principles

The Metropolitan Transportation Commission's public involvement procedures are built on the following guiding principles:

1. Public participation is a dynamic activity that requires teamwork and commitment at all levels of the MTC organization.

2. One size does not fit all — input from diverse perspectives enhances the process.

3. Effective public outreach and involvement requires relationship building — with local governments, with stakeholders and advisory groups.

4. Engaging interested persons in 'regional' transportation issues is challenging, yet possible, by making it relevant, removing barriers to participation, and saying it simply.

5. An open and transparent public participation process empowers low-income communities and communities of color to participate in decision making that affects them.*
   *This environmental justice principle was adopted by the Commission in March 2006, as proposed by its Minority Citizens Advisory Committee.

MTC undertakes specific strategies to involve the public, including low-income persons and communities of color, in MTC's planning and investment decisions.

Strategy 1: Early Engagement Is Best

MTC structures its major planning initiatives and funding decisions to provide for meaningful opportunities to help shape outcomes. For example, because MTC's regional transportation plan is the blueprint for both new policies and investments for the Bay Area, updates to the RTP are one of the best places for interested persons to get involved.

Strategy 2: Access to All

MTC works to provide all Bay Area residents opportunities for meaningful participation, regardless of disabilities or language barriers. Further, we recognize that one should not need to be a transportation professional to understand our written and oral communications. In this spirit, we:

- provide auxiliary aids or interpreters to persons with disabilities or language translation barriers
- strive to communicate in plain language and provide appropriate public education materials, and

- use visual tools to translate detailed data into information that is more readily understood.

Strategy 3: Response to Written Comments

MTC pays close attention to the views of the public. MTC is committed to responding to every letter, fax and e-mail sent by individual members of the public.

Strategy 4: Inform Commissioners and Public of Areas of Agreement and Disagreement

MTC staff summarizes comments heard by various parties so that the Commissioners and the public have a clear understanding of where there is consensus on a given issue and where there is not.

Strategy 5: Notify Public of Proposed or Final Actions

MTC staff makes every effort to ensure that meeting minutes reflect public comments and document how comments are considered in MTC's decisions. We strive to inform citizen participants on how public meetings/participation are helping to shape or have contributed to MTC's key decisions and actions. When outcomes don't correspond to the views expressed, every effort is made to explain why not.

B. Federal and State Requirements

SAFETEA

The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users — better known as SAFETEA — signed into law in 2005, underscores the need for public involvement and requires metropolitan planning agencies such as MTC to "provide citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation and other interested parties with a reasonable opportunity to comment" on transportation plans and programs.

SAFETEA legislation also requires MTC — when developing the Regional Transportation Plan and the Transportation Improvement Program (TIP) — to coordinate transportation plans with expected growth, economic development, environmental protection and other related planning activities within our region. Toward this end, this Public Participation Plan outlines key decision points for consulting with affected local, regional, state and federal agencies and Tribal governments.

Title VI of the Civil Rights Act of 1964

Title VI of the Civil Rights Act of 1964 requires that transportation planning and programming be non-discriminatory on the basis of race, color, national origin or disability. The federal statute was further clarified and supplemented by the Civil Rights Restoration Act of 1987 and a series of federal statutes enacted in the 1990s relating to the concept of environmental justice. The fundamental principles of environmental justice include:

- Avoiding, minimizing or mitigating disproportionately high and adverse health or environmental effects on minority and low-income populations;
- Ensuring full and fair participation by all potentially affected communities in the transportation decision-making process; and
- Preventing the denial, reduction or significant delay in the receipt of benefits by minority populations and low-income communities.

Executive Orders

An Executive Order is an order given by the president to federal agencies. As a recipient of federal revenues, MTC assists federal transportation agencies in complying with these orders.

- *Executive Order 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations*

In February 1994, President William Clinton signed Executive Order 12898, Federal Actions to Address Environmental Justice for Minority Populations and Low-Income Populations, which mandates that federal agencies make achieving environmental justice part of their missions.

- *Executive Order 13166: Improving Access to Services for Persons with Limited English Proficiency*

  Executive Order 13166 states that people who speak limited English should have meaningful access to federally conducted and federally funded programs and activities. It requires that all federal agencies identify any need for services to those with limited English proficiency and develop and implement a system to provide those services so all persons can have meaningful access to services. MTC's *Plan for Special Language Services to Limited English Proficient Populations* can be found in English, Spanish and Chinese on MTC's website at http://www.mtc.ca.gov/get_involved/lep.htm.

- *Executive Order 12372: Intergovernmental Review of Federal Programs*

  Executive Order 12372 calls for intergovernmental review of projects to ensure that federally funded or assisted projects do not inadvertently interfere with state and local plans and priorities. The Executive Order does not replace public participation, comment, or review requirements of other federal laws, such as the National Environmental Policy Act (NEPA), but gives the states an additional mechanism to ensure federal agency responsiveness to state and local concerns.

2008 California Legislation

Under a new state law (SB 375, Steinberg, Chapter 728, 2008 Statutes), MTC and the Association of Bay Area Governments must develop a regional Sustainable Communities Strategy to integrate planning for growth and housing with long-range transportation investments, including goals for reducing greenhouse gas emissions for cars and light trucks. The law also calls for a separate Public Participation Plan for development of the Sustainable Communities Strategy and the regional transportation plan. In the Bay Area, MTC and ABAG are working together with the Bay Area Air Quality Management District and the Bay Conservation and Development Commission to develop the region's response to this new law. Appendix A of this plan includes a Public Participation Plan for the Sustainable Communities Strategy and the regional transportation plan.

Other Requirements

A number of other federal and state laws call on MTC to involve and notify the public in its decisions. MTC complies with all other public notification requirements of the state's Ralph M. Brown Act, the California Public Records Act, the California Environmental Quality Act, as well as the public participation mandates of the federal Americans with Disabilities Act, those contained in the state's Katz-Kopp-Baker-Campbell Transportation Blueprint for the Twenty-First Century (Government Code Section 65080), and other applicable state and federal laws.

C. Development of the Public Participation Plan

MTC's Public Participation Plan was first adopted in September 2007, and updated in 2010. The 2010 update reflects a re-structuring of MTC's advisory committees into a single, broad based Policy Advisory Council; the addition of a Public Participation Plan for the Sustainable Communities Strategy and regional transportation plan; plus other minor edits.

In drafting the 2007 Public Participation Plan, MTC staff consulted with a wide range of interested parties as required by the SAFETEA legislation. The comments and guidance resulting from the public outreach process undertaken as part of the 2007 Public Participation Plan remain relevant and continue to inform the principles and procedures contained in this revised 2010 Plan. As part of the update, MTC will consult with its Policy Advisory Council, as well as an advisory group to the development of the SCS. Focus groups held with limited English proficient persons also will serve to inform procedures contained in this plan.

Details of the 2007 outreach efforts — which included six focus groups with various stakeholders; a web survey; and outreach to local, state and federal environmental resource agencies plus Native American tribal governments — are described in Appendix B and C.

D. What We Heard From the Public

This section includes a summary of comments received on the Draft July 2010 update to the Public Participation Plan. In reviewing the comments, several themes emerged:

Involve More Bay Area Residents — A number of those submitting comments noted how important it is to broaden outreach and public participation to include a wider range of participants, including those who have not traditionally been involved. Citing MTC's work with the Association of Bay Area Governments on a new Sustainable Communities Strategy, many observed how important it is to cover new ground and involve more people, including more outreach to local governments and local elected officials, schools, public health officers, low-income communities, and communities of color.

Simplify and Demystify — Citing the complex nature of transportation and land-use planning, many who commented cited the importance of communicating in plain language and of crafting presentations so that a given community or audience can understand why it is important to participate. A number of comments called for more discipline at MTC to avoid or minimize use of complex, technical terms and planning jargon, as well as provide better explanations of how the technical work is conducted.

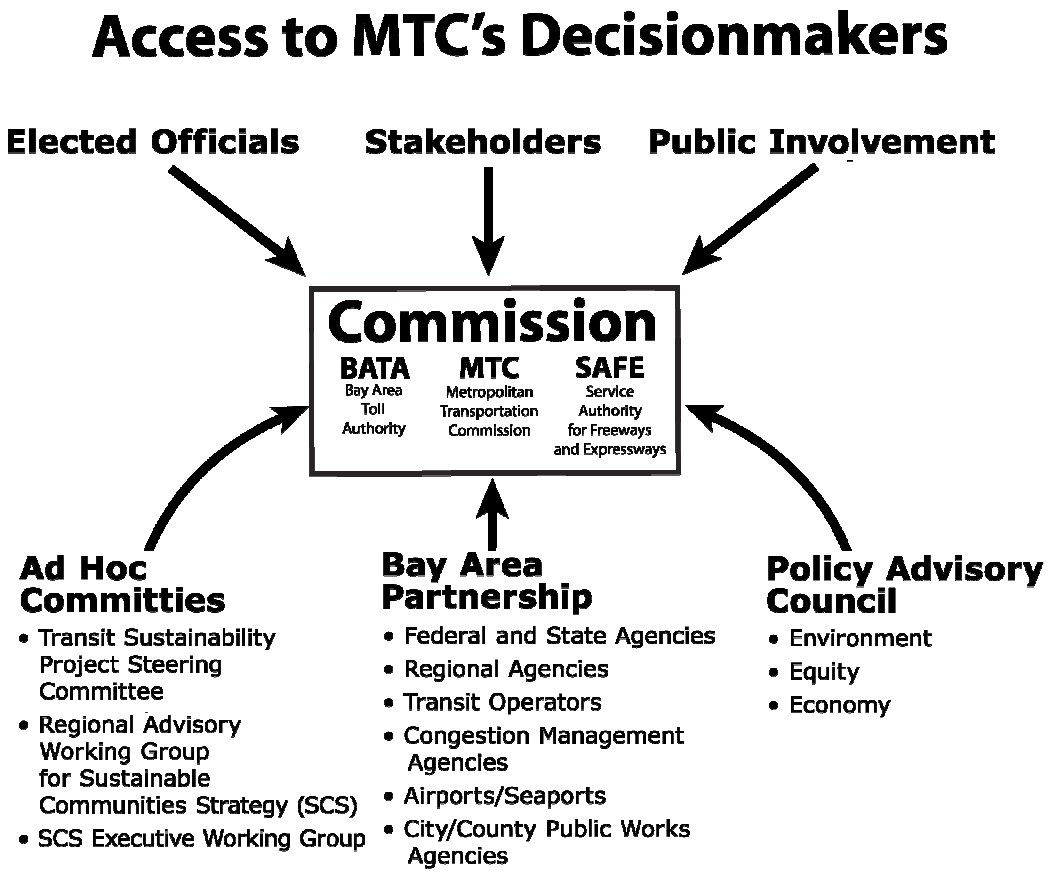
Build Relationships in Under-served Communities — Many noted the importance of taking the time to work over the long term in low-income communities and communities of color in order to build capacity and allow for more effective participation. Several comments from MTC's Policy Advisory Council and other advisors asked for "tool kits" so that individuals and organizations could work in concert with MTC and ABAG on public outreach on the Sustainable Communities Strategy.

Make the Process More Transparent — Another key comment was the need to identify key planning and decision milestones so that the public can understand when they should get involved in the process and provide input on key decisions. A number of comments stressed the need to circle back to participants and communicate how comments were considered in shaping final actions. Specific to the Regional Transportation Plan and the Sustainable Communities Strategy, many asked that more specifics about process and schedule be included in the final plan.

More Electronic Access — A number of people who commented asked for expanded access to information via the web, and encouraged MTC to use social media to enable interactive online dialogue.

II. Continuing Public Engagement

MTC is committed to an active public involvement process that provides comprehensive information, timely public notice and full public access to key decisions.



MTC provides the public with myriad opportunities for continuing involvement in the work of the agency, through the following methods:

MTC's Policy Advisory Council

As part of the evaluation of MTC's public participation program for the Transportation 2035 Plan, MTC looked at the effectiveness of three existing citizen advisory committees. After months of discussion and dialogue, the Commission approved a reorganization of its three separate advisory committees — the Elderly and Disabled Advisory Committee, the Minority Citizens Advisory Committee and the multi-interest MTC Advisory Council — into a single 27-member advisory panel reflecting the "Three E's" of the Economy, The Environment and Social Equity. (More information on the review of the advisory committee structure can be found in a report on MTC's website: http://apps.mtc.ca.gov/meeting_packet_documents/agenda_1346/3_AdvCommEvalAtt-2.pdf.)

The Policy Advisory Council — which met for the first time in March 2010 — was created to bring a range of interests to a single table to offer the Commission policy advice. The Council will be consulted during the development of MTC policies and strategies, and their recommendations on various issues will be reported directly to the Commission. The Council may pursue its own policy/program discussions and forward independent ideas to the Commission for consideration. The Council will address Commissioners directly at MTC committee and Commission meetings. MTC Resolution No. 3516 spells out the role and responsibilities of the Policy Advisory Council, including ways to encourage more dialogue between Commissioners and the Council.

All Policy Advisory Council meetings are audiocast and archived on MTC's website. Meetings are open to the public. In fact, tracking the agenda and discussions of MTC's Policy Advisory Council is one of the best ways for interested persons to engage early in the major policy and fiscal issues confronting MTC. Agendas are posted on MTC's website and persons can request to be placed on the mailing list.

Get Involved: Serve on MTC's Policy Advisory Council
A major recruitment is done periodically to fill advisory council seats. However, MTC may open recruitment to fill interim vacancies. Check MTC's website for current opportunities (www.mtc.ca.gov/get_involved/) or call MTC's Public Information Office at 510.817.5757.

Bay Area Partnership

The Bay Area Partnership collaboratively assists the Commission in fashioning consensus among federal, state, regional, and local transportation agency partners regarding the transportation investment policies to be adopted and implemented by the Commission. MTC ~~Resolution 3509~~ Resolution No. 3985 specifies the membership and role of the Partnership Board in advising MTC. Membership includes the chief staff from all public agencies representing:

- transit operators
- transportation facilities
- congestion management agencies
- public works agencies
- airports and seaports
- regional, state and federal transportation, environmental, and land use agencies

The Partnership Board has one primary subcommittee — the Partnership Technical Advisory Committee (PTAC) — that delves into the more technical aspects of transportation investment policy issues prior to their presentation and discussion among Partnership Board members. Agendas and meeting materials for PTAC are available on MTC's website or by calling MTC's public information office.

In addition to the panels listed above, MTC facilitates policy and technical discussions through numerous ad hoc working groups, and serves on other multi-agency advisory committees.

Working with Neighboring Regions

MTC and its counterpart agencies in adjacent regions often coordinate with each other to identify transportation programs and projects of mutual interest for key travel corridors traversing both regions. While no formal agreements are in place, MTC works closely with the neighboring regions on a number of planning initiatives with the Sacramento, San Joaquin, Stanislaus, Santa Cruz and Monterey regions, among others. When updating long-range plans and Transportation Improvement Programs, the regions do keep each other informed and solicit input on planning and programming activities. For air quality planning purposes, MTC has an agreement with the Sacramento Area Council of Governments to detail agency responsibilities relating to transportation conformity and to coordinate the funding of certain projects receiving federal air quality funding in eastern Solano County, which is within the Bay Area but falls partly in the Yolo-Sacramento air basin.

Commission and Committee Meetings

MTC encourages interested persons to attend MTC Commission and standing committee meetings to express their views. Items on the Commission agenda usually come in the form of recommendations from MTC's standing committees. Much of the detailed work of MTC is done at the committee level, and the Commission encourages the public to participate at this stage, either in person or by tracking developments via the web. At times it is necessary to impose a time limit on public comments in order to allow all attendees the opportunity to speak.

Current MTC standing committees are shown below:

MTC Standing Committee Structure & Responsibilities

Legislation Committee	Administration Committee	Planning Committee	Programming & Allocations Committee	Operations Committee
Annual MTC Legislative Program Positions on Legislation & Regulations Public Participation Policy Advisory Council	Oversight of Agency Budget and Agency Work Program Agency Financial Reports/Audits Contracts Commission Procedures Staff Salaries and Benefits	Regional Transportation Plan Other Regional Plans (airports, seaports) State and Federal Air Quality Plans Corridor Planning Studies Transportation and Land Use Initiatives	Annual Fund Estimate Fund Allocations State Transportation Improvement Program (STIP) Federal Transportation Improvement Program (TIP)	Transportation System Management and Operational Activities Contracts Related to System Management and Operations Service Authority for Freeways and Expressways (SAFE)

Get Involved: Accessible Meetings

All Commission public meetings, workshops, forums, etc. are held in locations accessible to persons with disabilities. Monthly meetings of the Commission, and those of MTC standing committees and advisory committees, usually take place at MTC's offices:

Joseph P. Bort MetroCenter
Lawrence D. Dahms Auditorium
101 Eighth Street (across from the Lake Merritt BART Station)
Oakland, CA 94607

Assistive listening devices or other auxiliary aids are available upon request. Sign-language interpreters, readers for persons with visual impairments, or language translators will be provided if requested through MTC Public Information (510.817.5757) at least three working days (72 hours) prior to the meeting (five or more days' notice is preferred).

Access to MTC Meetings

Web Access to MTC Meetings [www.mtc.ca.gov]				If You Have Limited or No Web Access
Meeting Materials	*WHAT …* is available on the web?	*WHEN …* is it posted on the web?	*HOW LONG…* is it available on the web?	
Meeting Agendas	♦Commission meetings ♦Standing committees ♦Advisory committees	One week prior to meeting**	6 months	Mailed to interested public or available at meeting*
Meeting Packets	*Same as above*	*Same as above*	6 months	*Same as above*
Audiocast of Meetings	♦Commission meetings ♦Standing committees ♦Partnership Board meetings ♦ Policy Advisory Council meetings	Listen to meeting live	6 months	Meeting minutes will be mailed to interested public; copies of electronic recordings are available*
Monthly Tentative Meeting Schedule	Schedule of all Commission and advisory committee meetings	Posted and updated continuously	Posted and updated continuously	Mailed to interested public or available at MTC*

* Contact the MTC Library or the Public Information Office to request meeting materials.
** Final agendas are posted 72 business hours in advance of the meeting time in the MTC Library.

Database Keeps Interested Persons in the Loop

MTC maintains a master database of interested persons, public agency staff, and stakeholders. The database, which includes mailing information, e-mail addresses and other contact information, is organized around issues or events. This allows MTC to send targeted mailings to keep the public updated on the specific issues they are interested in, including information on how public meetings/participation have contributed to its key decisions and actions.

Get Involved: Sign Up for MTC's Database

Signing up to receive mailings or periodic email concerning major MTC initiatives is a good way stay informed. Any member of the public may request to be added to MTC's contact database by calling MTC's Public Information Office at 510.817.5757 or e-mailing **info@mtc.ca.gov**.

Public Meetings, Workshops and Forums

Public meetings on specific issues are held as needed. If statutorily required, formal public hearings are conducted, and notice of these public hearings is placed in the legal section of numerous newspapers in the MTC region, including newspapers circulated in minority communities of the Bay Area. Materials ~~Proposals~~ (in the form of compact discs or printed documents) to be considered at MTC public hearings are mailed to major libraries throughout the MTC region prior to public hearings, and are made available to interested persons upon request. In addition, materials are placed on file in the MTC Library. The MTC Public Information Office can provide the names and addresses of libraries that received the public hearing documents.

MTC also conducts workshops, community forums, conferences and other events to keep the public informed and involved in various high-profile transportation projects and plans, and to elicit feedback from the public and MTC's partners. MTC holds meetings throughout the nine-county San Francisco Bay Area to solicit comments on major plans and programs, such as the long-range Regional Transportation Plan. Meetings are located and scheduled to maximize public participation (including evening meetings).

For major initiatives and events, MTC typically provides notice through posting information on MTC's website, and, if appropriate, through mailed notices, e-mail notices, and news releases.

Get Involved: Alternative Language Translations

If language is a barrier to your participation in meetings, MTC can arrange for an interpreter or translate meeting materials. Sign-language interpreters and readers for persons with visual impairments are also available. Please call MTC Public Information (510.817.5757) at least three working days (72 hours) prior to the meeting (five or more days' notice is preferred).

MTC's Library: Information for the Asking

The MTC Library, located in the Joseph P. Bort MetroCenter (the building that houses MTC offices) at 101 Eighth Street in Oakland, is open to the public week days. Check the web site or call MTC Public Information (510.817.5757) for exact hours. This special library has an extensive collection of reports, books, and magazines, covering transportation planning, demographics, economic analysis, public policy issues and regional planning in the San Francisco Bay Area. It is designed to meet the information needs of government agencies, researchers, students, the media and anyone else who is interested in transportation, regional planning and related fields. Special features include:

- Extensive reference assistance by telephone, e-mail, fax and in-person
- Two public access Internet terminals
- Newspaper and magazine reading areas
- Coin-operated copier
- Open stacks

The commitment to using technology to extend public outreach continues with MTC Library staff posting on MTC's web site the headlines of transportation and related stories from Bay Area daily newspapers as well as key statewide and national journals and other such publications. Readers can view the headlines each morning on MTC's website or subscribe to the service via e-mail or by RSS feed (a method of electronic notification of web updates).

The library makes public resource materials available for download by posting on the MTC website: http://www.mtc.ca.gov/library/pub.php and including URLs whenever available for all materials in our publicly available catalog http://slk060.liberty3.net/mtc/opac.htm.

Get Involved: The Facts at Your Fingertips

MTC's publications listed on MTC's web site can be ordered by phone (510.817.5836), e-mail (library@mtc.ca.gov) or by completing an online form. The entire Library collection can be searched using the online catalog. A wide range of MTC publications are available for downloading.

Get Involved: Keep on Top of Transportation News

MTC's Library compiles an electronic news summary with links to transportation-related articles appearing in major Bay Area and national news outlets. To subscribe, visit MTC's web site:
www.mtc.ca.gov/news/headlines.htm

Publications

The Public Information Office publishes a variety of materials to inform the public about MTC's work, issues relating to Bay Area transportation and guides for transit users. They include:

- MTC's print and electronic newsletter, *Transactions*, offering news about MTC's activities, along with general transportation news for the nine-county San Francisco Bay Area. Between 13,000 and 15,000 copies are circulated free of charge to interested persons, the news media, public

officials, legislators, transit staff, national transportation groups, environmental groups, business groups and libraries.

- *The ABC's of MTC*, serving as a primer on MTC's roles and responsibilities for the region's interested persons and local policy-makers, and providing basic information on the Bay Area's transportation network.
- *MTC's Annual Report*, providing information about MTC allocations and expenditures.

MTC also publishes guides for transit riders and other materials to help Bay Area residents learn more about transportation. These publications include working papers, technical memoranda, reports based on data from the U.S. Census and other sources that describe regional travel characteristics and travel forecasts. They are available to the public through the MTC Library, located at MTC offices. Most can be found on MTC's web site. A charge may be levied to recover the cost of producing and (if applicable) mailing the publication.

Get Involved: Accessible Documents

MTC provides accurate, high-quality and culturally sensitive translations to more actively involve non-English speakers and disabled communities in its public comment process when appropriate. A request for language interpreters at a meeting must be requested at least three working days (72 hours) prior to the meeting (five or more days' notice is preferred).

Get Involved: DataMart Offers a Wealth of Transportation Information

Interested persons can access a wealth of data on Bay Area travel and commute patterns online at: **www.mtc.ca.gov/maps_and_data/** Included is access to maps, census data, transit operator statistics, background on travel models, and research papers.

Website: www.mtc.ca.gov

MTC's website — **www.mtc.ca.gov** — is targeted to audiences ranging from transit riders seeking bus schedules to transportation professionals, elected officials and news media seeking information on particular programs, projects and public meetings.

Updated daily, the site provides information about MTC's projects and programs, the agency's structure and governing body and upcoming public meetings and workshops. It contains the names, e-mail addresses and phone numbers for staff and Commission members; all of MTC's current planning documents, publications located in the MTC Library, data from the U.S. Census as well as detailed facts about the region's travel patterns. It also includes important links to partner government agencies as well as to other sites such as the Bay Area's 511.org for traveler information and the FasTrak®.org site for users of the region's automated toll system.

Get Involved: Track MTC Via Web

Log onto MTC's website — **www.mtc.ca.gov** — for meeting agendas and packets. Live and archived audiocasts of meetings make it possible for interested parties to "tune in" at their convenience to all Commission and standing committee meetings.

Media Outlets Help Engage More Persons

MTC regularly issues news releases about Commission programs and actions of interest to the public. These include announcements of public workshops and hearings, recruitment for positions on MTC's advisory committees, and employment opportunities through MTC's high school and college internship programs. News releases are sent to regional, state and national media — including minority print and broadcast outlets — and many are translated into Spanish, Chinese and other languages. In addition to news releases, MTC staff and Commissioners also host press events and news conferences (often in conjunction with other transportation agencies), visit newspaper editorial boards, and conduct briefings with Bay Area reporters and editors to discuss key initiatives such as the Regional Transportation Plan and MTC's transportation and land-use policy. These briefings provide an opportunity for both print and broadcast journalists to learn about MTC programs that may not immediately produce traditional hard news stories, thus providing background context for subsequent articles or radio/TV pieces.

Staff Dedicated to Assistance and Outreach

In addition to the components of MTC's public outreach program detailed above, MTC's commitment to public participation includes staff dedicated to involving the public in MTC's work. Public Information staff provides the following materials and services:

- Public Information staff can make available to the public any item on the MTC website (including meeting notices, agendas, and materials that accompany agenda items for meetings of the Commission and its committees and advisory panels) if a person does not have Internet access.
- Public Information staff works with interested organizations to arrange for MTC staff and commissioners to make presentations to community groups.
- MTC staff participates in region-wide community and special events, especially events in targeted ethnic and under-represented communities.
- Public Information staff will respond by telephone (510.817.5757), U.S. mail (101 Eighth Street, Oakland, CA 94607) or e-mail (info@mtc.ca.gov) from the public and the media about MTC.

III. Public Participation Techniques

MTC selects from an array of options to develop and execute specific public participation programs to inform its major decisions, such as for corridor studies, new funding policies or updates to the Regional Transportation Plan.

For example, public involvement elements for the Regional Transportation Plan might include working with community-based organizations to cosponsor meetings, targeted news releases, a regional summit, a telephone and web survey, workshops with interactive exercises and facilitated discussions, and a companion web site that serves as a ready reference point to track key milestones in the overall development of the plan.

A menu of participation techniques follows, and includes some tried-and-true approaches as well as new suggestions we heard from the public while developing this plan.

Public Meetings/Workshops

- Offer customized presentations to existing groups and organizations
- Co-host workshops with community groups, business associations, etc.
- Contract with community-based organizations in low-income and minority communities for targeted outreach
- Sponsor a forum or summit with partner agencies, with the media or other community organizations
- Encourage opportunities for public input directly to policy board members

Techniques for Public Meetings/Workshops

- Open Houses
- Facilitated discussions
- Question-and-Answer sessions with planners and policy board members
- Break-out sessions for smaller group discussions on multiple topics
- Interactive exercises
- Customized presentations
- Vary time of day for workshops (day/evening)
- Conduct meeting entirely in alternative language (Spanish, Chinese, for example)

Visualization Techniques

- Maps
- Charts, illustrations, photographs

- Table-top displays and models
- Web content and interactive games
- Electronic voting
- PowerPoint slide shows

Polls/Surveys

- For major planning efforts (such as the Regional Transportation Plan and Sustainable Communities Strategy), conduct statistically valid telephone polls in English as well as in Spanish and Cantonese
- Electronic surveys via web
- Intercept interviews where people congregate, such as at transit hubs
- Printed surveys distributed at meetings, transit hubs, on-board transit vehicles, etc.

Focus Groups

- Participants recruited randomly from telephone polls
- Participants recruited by interest area

Printed Materials

- User-friendly documents (including use of executive summaries)
- Outside review of written materials to ensure clear, concise language
- Post cards
- Maps, charts, photographs, and other visual means of displaying information

Targeted Mailings/Flyers

- Work with community-based organizations to distribute flyers
- Mail to targeted database lists
- Distribute "Take-one" flyers to key community organizations
- Place notices on board transit vehicles and transit hubs

Utilize local media

- News Releases
- Invite reporters to news briefings
- Meet with editorial staff
- Opinion pieces/commentaries
- Purchase display ads
- Negotiate inserts into local printed media
- Visit minority media outlets to encourage use of MTC news releases
- Place speakers on Radio/TV talk shows
- Public Service Announcements on radio and TV

- Develop content for public access/cable television programming
- Civic journalism and nonprofit partnerships

Use of the Internet/Electronic Access to Information

- Web site with updated content
- Use social media to reach a larger audience
- Audio-cast of past public meetings/workshops
- Electronic duplication of open house/workshop materials
- Interactive web with surveys, comment line
- Use the web to provide interaction among participants
- Access to planning data (such as maps, charts, background on travel models, forecasts, census data, research reports)
- Provide information in advance of public meeting

Notify Public via

- Blast e-mails
- Notice widely disseminated through new partnerships with community-based and interest organizations
- Newsletters
- Printed materials
- Electronic access to information
- Local Media
- Notices placed on board transit vehicles and at transit hubs

Newsletters

- MTC's newsletter *Transactions*
- Commissioner newsletters
- Submit articles for publication in community/corporate newsletters

Techniques for Involving Low Income Communities and Communities of Color

See also MTC's *Plan for Special Language Services to Limited English Proficient Populations,* which can be found in English, Spanish and Chinese on MTC's website at www.mtc.ca.gov/get_involved/lep.htm.

- Involve MTC's Policy Advisory Council
- Grants to community-based organizations to tailor meetings, customize presentation materials, provide incentives and support services to ~~and~~ remove barriers to participation (e.g., provide child care and refreshments)
- "Take One" flyers on transit vehicles and transit hubs
- Outreach in the community (flea markets, churches, health centers, etc.)

- Personal interviews or use of audio recording devices to obtain oral comments
- Translate materials; have translators available at meetings as requested
- Include information on meeting notices on how to request translation assistance
- Robust use of "visualization" techniques, including maps and graphics to illustrate trends, choices being debated, etc.
- Use of community and minority media outlets to announce participation opportunities

Techniques for Reporting on Impact of Public Comments

- Summarize key themes of public comments in staff reports to MTC standing committees
- Direct mail and email to participants from meetings, surveys, etc. to report final outcomes
- Newsletter articles
- Updated and interactive web content

Techniques for Involving Limited-English Proficient Populations

- Personal interviews or use of audio recording devices to obtain oral comments
- Translated documents and web content on key initiatives
- On-call translators for meetings
- Translated news releases and outreach to alternative language media, such as radio, television, newspapers and social media.
- Include information on meeting notices on how to request translation assistance
- Robust use of "visualization" techniques, including maps and graphics to illustrate trends, choices being debated, etc.
- Train staff to be alert to and anticipate the need of low-literacy participants in meetings, workshops, and the like

Other Outreach

- Information/comment tables or booths at community events and public gathering spaces
- Comment Cards/Take-One Cards on-board transit vehicles

IV. Public Participation Procedures for the Regional Transportation Plan (RTP) and the Transportation Improvement Program (TIP)

There are two key transportation initiatives of MTC's that are specially called out in federal law as needing early and continuing opportunities for public participation — development of the Regional Transportation Plan and the Transportation Improvement Program.

Public Participation Opportunities in the RTP and TIP

Because of its comprehensive, long-term vision, the RTP provides the earliest and the best opportunity for interested persons and public agencies to influence MTC's policy and investment priorities for Bay Area transportation. It is at this earlier RTP stage where investment priorities and major planning-level project design concepts are established, and broad, regional impacts of transportation on the environment are addressed. Thus, there is comparatively less value for public to participation in the TIP, which is a programming document that identifies funding for only those programs and projects that are already included in the RTP. A mid-point between the RTP and TIP is the project-selection process. Interested residents can become versed in how a transportation project moves from an idea to implementation — including local project review, details for how projects are included in MTC's RTP, MTC's Project Selection Process, the TIP and environmental review/construction phases — in a publication titled "A Guide to the San Francisco Bay Area's Transportation Improvement Program, or TIP." This document is available on MTC's web site (www.mtc.ca.gov/funding/tip/DRAFT_2011/Guide_to_TIP_8-10.pdf) and from the MTC Library.

Another easy way to engage on transportation policies and investment is to request to be added to MTC's RTP database (see below for instructions).

Get Involved: Sign Up for MTC's RTP Database at www.OneBayArea.org

One of the ways to have the most impact on MTC's policy and investment decision is to participate in an update of the regional transportation plan (RTP). Contact MTC's Public Information Office online at www.OneBayArea.org or at **info@mtc.ca.gov**, or call at 510.817.5757, and ask to be included in MTC's database.

Regulatory and Planning Context for Environmental Justice

Under 1998 guidance from the Federal Highway Administration and the Federal Transit Administration on environmental justice, metropolitan planning organizations must, as part of the planning process:

- Enhance analytical capabilities to ensure that the long-range transportation plan and transportation improvement program comply with Title VI.
- Identify residential, employment and transportation patterns of low-income and minority populations, identify and address needs, and assure that benefits and burdens of transportation investments are fairly distributed.
- Improve public involvement processes to eliminate participation barriers and engage minority and low-income populations in transportation decisions.

MTC carries out each of these directives by (a) continually gathering and analyzing regional demographic and travel data and refining its analytical capabilities; (b) supporting locally based needs assessments in low-income communities and communities of color through the Community-based Transportation Planning program, funding projects targeting low-income communities through the Lifeline Transportation Program, and conducting an equity analysis of each long-range plan RTP; (c) preparing an investment analysis with a focus on low-income communities and communities of color for the 2011 and future TIPs; (d) examining and refining the agency's public involvement process to ensure full and fair participation in decision-making.

A. Regional Transportation Plan

The long-range Regional Transportation Plan (RTP) prioritizes and guides all Bay Area transportation development over 25 years. The RTP is the comprehensive blueprint for transportation investment (transit, highway, local roads, bicycle and pedestrian projects), and establishes the financial foundation for how the region invests in its surface transportation system by identifying how much money is available to address critical transportation needs and setting the policy on how projected revenues are to be spent. The RTP is updated at least once every four years to reflect reaffirmed or new planning priorities and changing projections of growth and travel demand based on a reasonable forecast of future revenues available to the region.

Under a new state law (SB 375, Steinberg, Chapter 728, 2008 Statutes), the RTP must include a regional Sustainable Communities Strategy for achieving a regional target for reducing greenhouse gases for cars and light trucks and identify specific areas in the nine-county Bay Area to accommodate all the region's projected population growth, including all income groups, for at least the next 25 years. The legislation requires MTC and the Association of Bay Area Governments (ABAG) to jointly develop the regional Sustainable Communities Strategy to integrate planning for growth and housing with long-range transportation investments. In the Bay Area, MTC and ABAG are joined by the Bay Area Air Quality Management District and the Bay Conservation and Development Commission to develop an SCS that also incorporates shoreline planning and air quality objectives.

The law also calls for a separate Public Participation Plan for development of the Sustainable Communities Strategy and the regional transportation plan. Appendix A describes a Public Participation Plan for the Sustainable Communities Strategy and Regional Transportation Plan.

MTC prepares several technical companion documents for RTP updates. These include a program-level Environmental Impact Report per California Environmental Quality Act (CEQA) guidelines, and transportation air quality conformity analyses (to ensure clean air mandates are met) per federal Clean Air Act requirements. Certain revisions to the RTP may warrant a revision or update to these technical documents. The process for preparing and conducting interagency consultation on the conformity analysis is described in MTC Resolution No. 3757.

MTC also prepares an Equity Analysis on RTP updates to determine whether minority and low-income communities in the Bay Area share equitably in the benefits of the regional transportation plan without bearing a disproportionate share of the burdens. As an assessment of the region's long-

range transportation investment strategy, this analysis is conducted at a regional, program-level scale. This assessment of the long-range plan is intended to satisfy federal requirements under Title VI of the Civil Rights Act and federal policies and guidance on environmental justice. For each update of the RTP, MTC will prepare a public participation plan (see below "RTP Update") that will provide more information on how the equity analysis will be conducted throughout that update of the RTP.

Updating and Revising the Regional Transportation Plan

A complete update of an existing regional transportation plan is required at least once every four years. The RTP also may be revised in between major updates under certain circumstances, as described below in the table and narrative:

- **RTP Update**

  This is a complete update of the most current long-range regional transportation plan, which is prepared pursuant to state and federal requirements.

  RTP updates include extensive public consultation and participation involving hundreds of Bay Area residents, public agency officials and stakeholder groups over many months. MTC's Policy Advisory Council and many stakeholder advocacy groups play key roles in providing feedback on the policy and investment strategies contained in the plan. Local and Tribal governments, transit operators and other federal, state and regional agencies also actively participate in the development of an RTP update via existing and ad hoc forums.

  For each RTP update MTC will prepare a multi-phased public outreach and involvement program to ensure that all those with a stake in the outcome are actively involved in its preparation. See Appendix A of this Plan for the Public Participation Plan for the 2013 Sustainable Communities Strategy/ Regional Transportation Plan. An RTP Public Participation Plan will draw from the public participation techniques listed in Section III of this plan, as well as set performance benchmarks. MTC will request that county congestion management agencies (CMAs) involve the public in their process for nominating projects for inclusion in the RTP, and show how public comments helped inform their recommendations.

- **RTP Amendment**

  An amendment is a major revision to a long-range RTP, including adding or deleting a project, major changes in project/project phase costs, initiation dates, and/or design concept and scope (e.g., changing project locations or the number of through traffic lanes). Changes to projects that are included in the RTP only for illustrative purposes (such as in the financially unconstrained "vision" element) do not require an amendment. An amendment requires public review and comment, demonstration that the project can be completed based on expected funding, and/or a finding that the change is consistent with federal transportation conformity mandates. Amendments that require an update to the air quality conformity analysis will be subject to the conformity and interagency consultation procedures described in MTC Resolution No. 3757.

- **RTP Administrative Modification**

  This is a minor revision to the RTP for minor changes to project/project phase costs, funding sources, and/or initiation dates. An administrative modification does *not* require public review and comment, demonstration that the project can be completed based on expected funding, nor a finding that the change is consistent with federal transportation conformity requirements. As with an RTP amendment, changes to projects that are included in the RTP's financially unconstrained "vision" element may be changed without going through this process.

Table 1
Updating and Revising the Regional Transportation Plan (RTP)

Public Participation for an RTP Update
❶ Prepare a public participation plan to provide early and continuing opportunities to comment. Review public outreach and involvement program with stakeholders and advisory groups.
❷ Implement public outreach and involvement program, which may include: • Numerous targeted workshops with local governments, partner agencies, stakeholder groups, advisory groups including MTC's Policy Advisory Council, and the general public • Opportunities to participate via the web, surveys, etc • Posting draft documents to the web for public review and comment • Documents available for viewing at the MTC Library
❸ Notify the public of opportunities to participate using such methods as local media outlets, mailings and electronic-mailings to MTC's database, stakeholder and advocacy groups, web postings.
❹ Conduct inter-governmental consultation, as appropriate.
❺ Conduct interagency consultation as appropriate based on Air Quality Conformity Protocol (MTC Resolution No. 3757).
❻ Release Draft Plan for at least a 55-day public review period • Hold at least three formal public hearings in different parts of the region • Respond to significant comments • Extend public review period by 5-days if changes in the final RTP are considered material differences.
❼ Adoption by the MTC Commission at a public meeting. Notify the public about the Commission's action with electronic mailings to MTC's database.

Public Participation for an RTP Amendment
❶ Release proposed amendment for a 30-day public review • Notify the public of opportunities to participate and comment using such methods as local media outlets, mailings and electronic mailings to MTC's database, notice to stakeholder and advocacy groups, or web postings. • Post amendment on MTC's web site for public review • Amendment available for viewing at the MTC Library
❷ RTP Amendment reviewed at a public meeting of the MTC Planning Committee.
❸ Approval at a public meeting by the MTC Commission.
❹ Post approved RTP Amendment on the MTC website and notify the public about its approval via electronic mailings to MTC's database.

Public Participation for RTP Administrative Modification
❶ No formal public review.
❷ Approval by MTC Executive Director.
❸ RTP Administrative Modification posted on MTC website following approval.

B. Transportation Improvement Program

The Transportation Improvement Program (TIP) implements the policy and investment priorities expressed by the public and adopted by MTC in the Regional Transportation Plan (RTP). In this way, public comments made as part of the RTP are reflected in the TIP as well. The TIP covers a four- or five-year timeframe, and all projects included in the TIP must be consistent with the RTP, which covers 25 years. The TIP is a comprehensive listing of Bay Area surface transportation projects — including transit, highway, local roadway, bicycle and pedestrian investments — that:

- receive federal funds, or are
- subject to a federally required action, or are
- regionally significant, for federal air quality conformity purposes.

The TIP includes a financial plan that demonstrates there are sufficient revenues to ensure that the funds committed (or "programmed") to the projects are available to implement the projects or project phases. Adoption of the TIP also requires a finding of conformity with federal transportation-air quality conformity mandates.

Individual project listings may be viewed through MTC's web-based Fund Management System at www.mtc.ca.gov/funding/fms_intro.htm. As part of MTC's commitment to public involvement, many projects in the TIP are mapped to present the online reader with a visual location of the project. Individuals without access to the Internet may view a printed copy of the project listings at the MTC Library at 101 Eighth Street, in Oakland.

In addition to a Transportation Improvement Program that is accessible online (http://www.mtc.ca.gov/funding/tip/), MTC maintains free, subscription-based e-mail distribution lists to inform interested individuals, transportation officials and staff of changes and actions related to the TIP. Through this system, individuals are alerted as needed regarding the development and approval of a new TIP and updates, such as the notice of a TIP update, or notice and approval of the TIP amendments. The TIP-INFO Notification tool helps facilitate public review and comments as well as coordination with transportation and other public agencies. Anyone may sign up for the service at MTC's website.

To further assist in the public assessment of the TIP, and specifically to analyze the equity implications of the proposed TIP investments, MTC conducted an investment analysis for the 2011

TIP with a focus on minority and low-income residents for each update of the TIP. Future TIPs will build and improve upon this analytical framework.

Updating and Revising the TIP

Federal regulations require that the TIP be updated at least once every four years. From time to time, circumstances dictate that revisions be made to the TIP between updates. MTC will consider such revisions when the circumstances prompting the change are compelling, and the change will not adversely affect transportation-air quality conformity or negatively impact the financial constraint findings of the TIP. These regulations can be viewed on MTC's web site at http://www.mtc.ca.gov/funding/tip/tiprevisionprocedures.pdf.

In addition to a TIP update, revisions to the TIP may occur as TIP Amendments, TIP Administrative Modifications, or TIP Technical Corrections. The criteria for Administrative Modifications and Amendments are defined in federal regulations, specifically Title 23, CFR part 450.104.

The Federal Highway Administration, Federal Transit Administration, and Caltrans agreed on Amendment and Administrative Modification Guidelines on November 17, 2008. The guidelines are posted online at: www.dot.ca.gov/hq/transprog/federal/fedfiles/res_publications/amend_mod_procedures_approval.pdf ~~www.dot.ca.gov/hq/transprog/federal/fedfiles/amend_mod_procedures_approval.pdf~~. Further explanation about TIP updates and how the types of revisions are processed are shown in the narrative and table that follows.

- **TIP Update**

  This is a complete update of the existing TIP, to reflect new or revised transportation investment strategies and priorities. An update of the TIP is required at least once every four years. Because all projects included in the TIP are consistent with the RTP, MTC's extensive public outreach for development of the RTP is reflected in the TIP as well. The TIP implements, in the short-term, the financially constrained element of the RTP and is responsive to comments received during the development of the RTP. TIP updates will be subject to the conformity and interagency consultation procedures described in MTC Resolution No. 3757.

- **TIP Amendment**

This is a revision that involves a major change to the TIP, such as the addition or deletion of a project; a major change in project cost or project/project phase initiation date; or a major change in design concept or design scope (e.g., changing project termini or the number of through traffic lanes). An amendment is a revision that requires public review and comment, re-demonstration of fiscal constraint, or an air quality conformity determination. Amendments requiring a transportation-air quality conformity analysis will be subject to the conformity and interagency consultation procedures described in MTC Resolution No. 3757.

- **TIP Administrative Modification**

  An administrative modification includes minor changes to a project's costs or to the cost of a project phase; minor changes to funding sources of previously included projects; and minor changes to the initiation date of a project or project phase. An administrative modification does not require public review and comment, re-demonstration of fiscal constraint, or conformity determination.

- **TIP Technical Correction**

  Technical corrections may be made by MTC staff as necessary. Technical corrections are not subject to an administrative modification or an amendment, and may include revisions such as: changes to information and projects that are included only for illustrative purposes; changes to information outside of the TIP period; changes to information not required to be included in the TIP per federal regulations; or changes to correct simple errors or omissions including data entry errors. These technical corrections cannot significantly impact the cost, scope, or schedule within the TIP period, nor will they be subject to a public review and comment process, re-demonstration of fiscal constraint, or a conformity determination.

Table 2
Public Participation for
Updating and Revising the Transportation Improvement Program (TIP)

TIP Update
❶ Notify public of opportunities to participate via U.S. mail; use appropriate lists within MTC's database, including list of Regional Transportation Plan participants Also notify the public using such methods as local media outlets; electronic-mailings to stakeholder and advocacy groups; the TIP-INFO Notification (e-mail); or via an electronic subscription system that is open for anyone to sign up to be kept informed about the TIP.

❷ Notify Bay Area Partnership technical committees or working groups Conduct Intergovernmental consultation, as appropriate.
❸ Release Draft TIP for 30-day public review and comment period ▪ Draft TIP available for viewing in MTC Library; and mailed to major libraries throughout the Bay Area ▪ Posted on MTC web site for public review and comment Extend public review period by 5-days if final TIP differs significantly from draft TIP and the changes are considered material differences.
❹ Respond to significant comments; MTC's response compiled into an appendix in the final TIP.
❺ Review by an MTC standing committee, typically the Programming & Allocations Committee (a public meeting); referral to Commission.
❻ Adoption by Commission at a public meeting. Approval by Caltrans. Approval by Federal Highway and Federal Transit Administrations (FHWA/FTA).
❼ Notify the public about the Commission's action with electronic mailings, including via an electronic subscription system that is open for anyone to sign up to be kept informed about the TIP.

TIP Amendment
❶ Notify public via TIP-INFO Notification (e-mail) or other electronic notification methods.
❷ Notify Bay Area Partnership technical committees or working groups Available for viewing in MTC Library Posted on MTC web site for public review

❸
• Amendments deleting or adding a project or changing an existing project that is subject to a new air quality conformity analysis:
  o 30-day public review and comment period, with review by an MTC standing committee at a public meeting; and
  o Approval by the full Commission at a public meeting.
 	
• Amendments deleting or adding a project that is *not* subject to an air quality conformity analysis (such as a roadway rehabilitation):
  o Review and approval by an MTC standing committee or the full Commission at a public meeting.
 	
• An amendment changing an existing project that is not subject to an air quality conformity analysis, or changing an existing grouped project listing (such as the highway bridge program), or bringing a previously listed project or phase back into the TIP for financial purposes; or changing TIP funding revenues:
  o Approval by the MTC Executive Director or designee, following 5-day

notice on MTC's website, **or** o Review and approval by an MTC standing committee or the full Commission at a public meeting.
❹ Approval by Caltrans Approval by FHWA/FTA Notify public via TIP-INFO Notification or via an electronic subscription system open to anyone who requests to be kept informed about the TIP.

TIP Administrative Modification
❶ No public review.
❷ Approval by MTC Executive Director or designee by delegated authority (authority is delegated by the Federal Highway Administration or Federal Transit Administration), or Caltrans
❸ After approval, notify Bay Area Partnership technical committees or working groups.
❹ After approval: • post in MTC Library • post on MTC web site • notify public via TIP-INFO Notification or via an electronic subscription system open to anyone who requests to be kept informed about the TIP.

TIP Technical Correction
❶ No public review.
❷ Technical corrections by staff.
❸ No approval required.

Federal Transit Administration Program of Projects Public Participation Requirements

Federal transit law and joint Federal Highway Administration (FHWA)/Federal Transit Administration (FTA) planning regulations governing the metropolitan planning process require a locality to include the public and solicit comment when the locality develops its metropolitan long-range transportation plan and its metropolitan TIP. FTA has determined that when a recipient follows the procedures of the public involvement process outlined in the FHWA/FTA planning regulations, the recipient satisfies the public participation requirements associated with development of the Program of Projects (POP) that recipients of Section 5307 funds must meet. This Public Participation Plan follows the procedures for public involvement associated with TIP development and therefore satisfies public participation requirements for the POP. All public notices of public involvement activities and times established for public review and comment on the TIP will state that they satisfy the POP requirements of the Section 5307 Program.

Annual Listing of Obligated Projects

By federal requirement, MTC publishes at the end of each calendar year an annual listing of obligated projects, which is a record of project delivery for the previous year. The listing also is intended to increase the awareness of government spending on transportation projects to the public. Copies of this annual listing may be obtained from MTC's web site: http://www.mtc.ca.gov/funding/delivery/ or by calling MTC's Library at 510.817.5836.

Congestion Management Process

Under Federal SAFETEA regulations, MTC is required to prepare a congestion management process (CMP) for the Bay Area that includes strategies for managing travel demand, traffic operational improvements, public transportation improvements, and the like. MTC's Planning Committee at a public meeting adopts a CMP approximately every two years, with the results of this technical evaluation used to inform MTC decisions on program and investment priorities, including the Regional Transportation Plan. Those interested in this exercise may obtain copies of the relevant memoranda via MTC's web site, or by requesting to be added to the Planning Committee's mailing list.

V. Interagency and Tribal Government Consultation Procedures for the Regional Transportation Plan (RTP) and the Transportation Improvement Program (TIP)

A. Public Agency Consultation

The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users – better know as SAFETEA – expanded and specified a public participation process, directing metropolitan transportation agencies like MTC to consult with officials responsible for other types of planning activities that are affected by transportation in the area, be that conservation and historic preservation or local planned growth and land use management.

The most effective time to involve the public and governmental agencies in the planning and programming process is as early as possible. As such, the development of the regional transportation plan, with its 25-year timeframe, is the earliest and the key decision point for the interagency consultation process. It is at this stage where funding priorities and major projects' planning-level design concepts and scopes are introduced, prioritized and considered for implementation. Furthermore, MTC's funding programs and any projects flowing from them are derived directly from the policies and the transportation investments contained in the RTP. Because the RTP governs the selection and programming of projects in the TIP, MTC considers the agency consultation process as a continuum starting with the regional transportation plan. The RTP is the key decision point for policy decisions regarding project and program priorities that address mobility, congestion, air quality, and other planning factors; the TIP is a short-term programming document detailing the funding for only those investments identified and adopted in the RTP.

MTC will use the following approaches to coordinate and consult with affected agencies in the development of the RTP and the TIP. Throughout the process, consultation will be based on the agency's needs and interests. At a minimum, all agencies will be provided an opportunity to comment on the RTP and TIP updates.

- **Regional Transportation Plan (RTP)**
  MTC's compliance with the California Environmental Quality Act (CEQA) serves as the framework to consult, as appropriate, in the development of the RTP with federal, state and local resource agencies responsible for land use management, natural resources, environmental protections, conservation, and historic preservation. This consultation will

include other agencies and officials responsible for other planning activities in the MTC region that are affected by transportation, to the maximum extent practicable.

As required by CEQA, the Notice of Preparation (NOP) stating that MTC as the lead agency will prepare a program-level Environmental Impact Report (EIR) for the RTP is the first step in the environmental process. The NOP gives federal, state and local agencies and the public an early opportunity to identify areas of concern to be addressed in the EIR and to submit them in writing to MTC. Further, MTC also will hold agency and public scoping meeting(s) to explain the environmental process and solicit early input on areas of concern. During the development of the Draft EIR, MTC will consult with affected agencies on resource maps and inventories for use in the EIR analysis.

MTC will consider the issues raised during the NOP period and scoping meetings(s) during its preparation of the EIR. Subsequently, as soon as MTC completes the Draft EIR, MTC will file a Notice of Completion (NOC) with the State Clearinghouse and release the Draft EIR for a 45-day public review period. MTC will seek written comments from agencies and the public on the environmental effects and mitigation measures identified in the Draft EIR. During the comment period, MTC may consult directly with any agency or person with respect to any environmental impact or mitigation measure. MTC will respond to written comments received prior to the close of comment period and make technical corrections to the Draft EIR where necessary. The Commission will be requested to certify the Final EIR, and MTC will file a Notice of Determination (NOD) within five days of Commission certification.

Note that while the RTP is not subject to the federal National Environmental Policy Act (NEPA), MTC will consult with federal agencies as appropriate during the preparation of the CEQA environmental document. Additionally, the involvement of federal agencies in the RTP can link the transportation planning process with the federal NEPA process. As the projects in the RTP and TIP continue down the pipeline toward construction or implementation, most must comply with NEPA to address individual project impacts.

- **Transportation Improvement Program (TIP)**
  As discussed above, crucial decisions whether or not to support or fund a transportation program or project in the region first occurs at the RTP level. The TIP translates recommendations from the RTP into a short-term program of improvements focused generally on projects that have a federal interest. Therefore, the earlier, and more effective,

timeframe for public comment on the merits of a particular transportation project is during the development of the long-range plan. The TIP defines project budgets, schedules and phasing for those programs and projects that are already part of the RTP. The TIP does not provide any additional information regarding environmental impacts, beyond that found in the program-level environmental analysis prepared for the RTP.

As such, starting at the RTP development stage, MTC staff will concurrently consult with all agencies regarding the TIP. Subsequent to the RTP, additional consultations at the TIP stage will be based on an agency's needs and interests. At a minimum, all agencies will be provided with an opportunity to comment on the TIP. Project sponsors — including the California Department of Transportation (Caltrans), local jurisdictions, transit operators, and county congestion management agencies (CMAs) — review and consult with MTC on each of their respective projects in the TIP. These agencies (and any other interested agency) are involved every step of the way in the establishment of MTC programs, selection of projects and their inclusion in the TIP.

B. Other Protocol for Working with Public Agencies

- **The Bay Area Partnership Review and Coordination**

  MTC established the Bay Area Partnership in 1991 to collaboratively assist the Commission in fashioning consensus among its federal, state, regional, and local transportation agency partners regarding the policies, plans, and programs to be adopted and implemented by the Commission. More recently, that focus has narrowed to advising the Commission on specific transportation investment policies. Membership includes a chief staff officer from all public agencies representing the following transportation interests:

  - Transit operations
  - Transportation facilities
  - Congestion management agencies
  - Public works agencies
  - Airports and seaports
  - Regional, state and federal transportation, environmental, and land use agencies

  The Partnership Board discusses critical transportation investment policy issues, while the Partnership Technical Advisory Committee (PTAC) considers the on-going and more technical aspects of these investment issues. These meetings are open to the public. The Partnership Board meetings are audiocast live and later archived on MTC's web site. The status of any TIP amendments and administrative modifications are reviewed via the PTAC and/or its working group meetings. For TIP updates, PTAC and/or its working groups will be kept informed and consulted throughout the process through items on regular meeting agendas, e-mail notifications, and presentations as appropriate.

- **Air Quality Conformity and Interagency Consultation**

  A dialogue between agencies over transportation-air quality conformity considerations must take place in certain instances prior to MTC adoption of its RTP or TIP. These consultations are conducted through the Air Quality Conformity Task Force — which includes-representatives of the U.S. Environmental Protection Agency, the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), the California Air Resources Board (CARB), Caltrans, the Bay Area Air Quality Management District, and other state and local transportation agencies. These agencies review updates and, in certain instances, amendments to the RTP and TIP to ensure they conform to federal transportation conformity regulations via transportation-air quality conformity analysis.

In accordance with Transportation-Air Quality Conformity and Interagency Consultation Protocol procedures (MTC Resolution No. 3757), MTC must implement the interagency consultation process for the nine-county San Francisco Bay Area before making a transportation conformity determination on the RTP or TIP. In developing an update to the RTP/TIP, MTC will bring important issues to the Partnership or its technical committees/working groups for discussion and feedback. All materials that are relevant to interagency consultation, such as the RTP/TIP schedule, important RTP/TIP-related issues, and draft RTP/TIP, will also be transmitted to the Conformity Task Force for discussion and feedback. Similar consultation will occur for RTP/TIP amendments requiring an air quality conformity analysis.

- **Intergovernmental Review via Regional and State Information Clearinghouses**
  The intent of intergovernmental review, per Executive Order 12372, is to ensure that federally funded or assisted projects do not inadvertently interfere with state and local plans and priorities. Applicants in the Bay Area with programs/projects for inter-governmental review are required to submit documentation to Association of Bay Area Government's (ABAG) Area-wide Clearinghouse and the State Clearinghouse in Sacramento, which are responsible for coordinating state and local review of applications for federal grants or loans under state-selected programs. In this capacity, it is also the function of the Clearinghouses to coordinate state and local review of federal financial assistance applications, federally required state plans, direct federal development activities, and federal environmental documents. The purpose of the clearinghouses is to afford state and local participation in federal activities occurring within California. The Executive Order does not replace public participation, comment, or review requirements of other federal laws, such as the National Environmental Policy Act (NEPA), but gives the states an additional mechanism to ensure federal agency responsiveness to state and local concerns.

  ABAG's clearinghouse notifies, via the bi-weekly e-mail Intergovernmental Review Newsletter, entities and individuals at all governmental levels, as well as certain public interest groups that might be affected the proposed project or program. The state and area-wide clearinghouses are a valuable tool to help ensure that state and local agency comments are included along with any applications submitted by an applicant to the federal agencies. MTC uses this service to notice TIP updates and those TIP amendments that require an air quality determination. This service is not used for TIP amendments that do not require an

air quality conformity determination, for TIP administrative modifications and for TIP technical corrections. The clearinghouses also receive and distribute environmental documents prepared pursuant to the California Environmental Quality Act (CEQA) and coordinate the state-level environmental review process. The RTP is subject to CEQA and therefore is reviewed through the clearinghouses as well.

C. Tribal Government Consultation

There are six federally recognized Native American tribes in the San Francisco Bay Area. MTC invites the tribes to conduct government-to-government consultation during development of the regional transportation plan and the companion Transportation Improvement Program as well as throughout the regional transportation planning process. MTC lays the groundwork for consultation-early in the process of developing the regional transportation plan, and generally includes a "Tribal summit" for all six Tribal governments. MTC expresses to each tribe a willingness to conduct individual meetings at the tribe's convenience.

MTC board members and executive staff participate in consultation with the Tribal governments. MTC will conduct consultation and associated activities in locations convenient for the Tribal governments. Past meetings have been held in Sonoma County, where most of the Tribal governments are located.

The Tribal summit often will include MTC's partner agencies, the Association of Bay Area Governments, the state Department of Transportation and the appropriate congestion management agencies. The Tribal summit also may include facilitation by an individual or organization known to the Tribal governments.

The Tribal summit will include discussion about how the Tribal governments will participate in development of the long-range plan, as well as the companion TIP. The Tribal summit also serves to introduce the Tribal governments to MTC's partner agencies.

As a next step after the tribal summit, MTC encourages individual meetings with each tribal government throughout development of the regional transportation plan to discuss issues and concerns specific to each tribe. MTC offers to conduct consultation at a time and location convenient for the tribe, which may include attendance at meetings of the tribal council or committees. The governments also receive material from MTC throughout the RTP planning effort.

VI. Evaluation and Update of the Public Participation Plan

MTC's Public Participation Plan is not a static document, but an on-going strategy that will be periodically reviewed and updated based on our experiences and the changing circumstances of the Commission and the transportation community it serves.

As part of every public outreach and involvement program developed for the regional transportation plan and other major planning studies that feed into the plan, MTC will set performance measures for the effectiveness of the participation program and report on the results. These performance reports will serve to inform and improve future outreach and involvement programs, including future updates to this Public Participation Plan.

For example, MTC identified specific performance measures to gauge progress toward accomplishing a set of goals established for the public participation process for the Transportation 2035 Plan. Evaluation questions were asked at the end of public meetings via electronic voting; participants also had the opportunity to complete written questionnaires. Participants were asked to evaluate specific aspects of the public involvement program related to the quality of outreach, meeting handouts, presentation, facilitation, and opportunities for feedback. More than 80 percent of the participants responded positively to all nine aspects of the outreach program.

Additionally, MTC will periodically evaluate various components of the items identified under Section II, "Continuing Public Engagement," which form the core of MTC's public involvement activities.

This Public Participation Plan may be subject to minor changes from time to time. Any major updates will include a review by MTC's advisory committees, 45-day public comment period with wide release and notification of the public about the proposed changes, review by the Commission's Legislation and Public Affairs Committee (a public meeting), and approval by the Commission. We will extend the public comment period by an additional 45 days in instances where major revisions are proposed in response to comments heard.

MTC Public Participation Plan

Appendix A

A Public Participation Plan for the Bay Area Sustainable Communities Strategy and Regional Transportation Plan

FINAL DRAFT

DRAFT: July 9, 2010
REVISED DRAFT: Oct. 15, 2010
FINAL DRAFT: Dec. 3, 2010

A Public Participation Plan for the Bay Area Sustainable Communities Strategy and Regional Transportation Plan

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A Public Participation Plan for the Bay Area Sustainable Communities Strategy and Regional Transportation Plan

I. Introduction

California Senate Bill 375 (2008) aims to reduce greenhouse gas emissions through development of a Sustainable Communities Strategy, or SCS, which integrates transportation and land-use planning. It's a tall order, but it's also an opportunity to leave our nine-county San Francisco Bay Area in better shape for future generations. In addition to seeking to achieve a new state greenhouse gas target, the Bay Area must also continue to work together to accommodate anticipated population growth while keeping the region affordable for our residents, preserve open spaces, protect our environment, and get our residents where they need to go, when they need to get there.

The law calls upon the Metropolitan Transportation Commission (MTC), with the Association of Bay Area Governments (ABAG), to develop a plan to involve the public in this process, which is detailed on the following pages. This plan is rooted in the principles that are included in MTC's federally required Public Participation Plan (to which this plan is appended). The goal is to promote an open, transparent process that encourages the ongoing and active participation of local governments and a broad range of stakeholders.

In developing the Bay Area's SCS, MTC and ABAG will team with two partner regional agencies — the Bay Area Air Quality Management District (Air District) and the San Francisco Bay Conservation and Development Commission (BCDC) — to integrate transportation and land use planning with clean air and shoreline planning. Developing the Bay Area's SCS will involve working together with local governments, county congestion management agencies, public transit agencies, along with business and community groups, nonprofits, stakeholders and interested residents to ensure that those with a stake in the outcome have the opportunity to be involved. We invite all Bay Area residents to join in the dialogue to make our region a better, more sustainable place.

OneBayArea

The four regional agencies — ABAG, the Air District, BCDC and MTC — each have a number of separate initiatives under way toward the goal of creating a more sustainable and livable Bay Region. To connect these efforts, a single, unifying campaign has been developed — OneBayArea. A single web portal, www.OneBayArea.org, provides the public with ready access to information about the joint efforts of the four agencies. Information on the Sustainable Communities Strategy is located there. To learn more and get involved, visit the www.OneBayArea.org site. Interested participants are encouraged to sign up to receive updates, get meeting schedules and materials and otherwise keep up to date on progress toward a sustainable Bay Area.

Planning Basics

ABAG and MTC's current land use and transportation planning efforts include three key elements, which now must be woven together under SB 375 into a single SCS planning effort.

Projections — ABAG prepares 25-year long-term forecasts for population, housing and employment for the region, known as Projections. These policy-based projections inform the development of required housing and transportation planning efforts.

Regional Housing Need Allocation — ABAG also coordinates the state-mandated Regional Housing Need Allocation (RHNA) process. The California Department of Housing and Community Development (HCD) determines the region's overall housing need, then ABAG is responsible for distributing to local governments their share of housing units, including affordable units, that the Bay Area should plan for in order to accommodate future growth.

Regional Transportation Plan — A long-range Regional Transportation Plan (RTP) is prepared and adopted by MTC every four years, taking into account population, housing and employment forecasts and the regional housing allocation process. The Regional Transportation Plan must be a financially viable plan, and also conform with clean air goals. Under SB 375, the RTP must include the Sustainable Communities Strategy for achieving the regional target for reducing greenhouse gases. (In cases where it is determined that the target cannot be achieved, an alternative planning strategy will be developed.) The RTP is slated for adoption by the spring of 2013, upon expiration of the current long-range plan, the Transportation 2035 Plan.

Other Key Initiatives to Help Shape Development of the SCS ~~— A number of other ongoing initiatives will also help shape development of the SCS. The FOCUS program is the regional land-use blueprint plan lead by ABAG and MTC to support voluntary, incentive-based efforts to direct development toward a more compact land use pattern for the Bay Area. Through FOCUS, local governments and regional agencies are encouraging the development of complete, livable communities in areas served by transit, and promoting conservation of the region's most significant resource lands. MTC's recently launched Transit Sustainability Project to ensure the long-term viability of the region's public transit network will also help inform the SCS. Other relevant initiatives include MTC's Climate Initiatives Program; BCDC and ABAG's climate adaptation work to address the impacts of sea-level rise; and environmental review guidelines under consideration by the Air District to address health-based concerns over impacts of new development in certain low-income communities near transportation hubs.~~

The Sustainable Communities Strategy will build upon the extensive body of land use and transportation planning and analyses developed over many years that have focused on identifying and evaluating the region's access and mobility needs, as well as its housing and infrastructure needs. These include:

- **Transportation 2035 Plan:** In April 2009, MTC adopted the Transportation 2035 Plan, which specifies how some $218 billion in anticipated federal, state and local transportation funds will be spent in the nine-county Bay Area during the next 25-years. The Plan includes needs assessments for transit capital operations, transit rehabilitation and replacement, local streets and roads, and State Highway operations and maintenance. It also addresses the transportation needs of low-income, elderly and disabled populations, bicyclists and pedestrians as informed the Coordinated Public Transit-Human Services Plan, Community-Based Transportation Plan, Lifeline Report, and Regional Bicycle Plan (which are highlighted below). The Transportation 2035 Plan is available at: http://www.mtc.ca.gov/planning/2035_plan/

- **Transit Sustainability Project:** The analysis for the *Transportation 2035 Plan* suggests that the region's transit system is not sustainable based on current projections of transit costs and reasonably anticipated revenues. The Commission is proceeding with a regional Transit Sustainability Project (TSP) to establish a framework and implementation plan for a more robust, financially viable transit system that is both cost-effective and customer-focused. The TSP will include a comprehensive, fact-based analysis of the existing system focused on service design and delivery, financial viability, and decision-making structures. The analysis will also acknowledge the role external factors play in the long-term viability of the transit system, such as

land use and transportation pricing, which are critically important as the region grapples with preparing the Sustainable Communities Strategy required by SB 375 (Calif. Statutes 2008, Chapter 728). TSP updates and information are available at: http://www.mtc.ca.gov/planning/tsp/

- **Coordinated Public Transit-Human Services Plan**: Based on new requirements outlined in the Safe, Accountable, Flexible, Efficient Transportation Equity Act (SAFETEA), MTC adopted a Coordinated Public Transit / Human Services Transportation Plan in 2007 that focuses on the transportation needs of the region's low-income, elderly and disabled populations. The plan also provides strategies for coordinating service for the three populations. This plan is available at: http://www.mtc.ca.gov/planning/pths/

- **Community-Based Transportation Planning Program**: With its Community-Based Transportation Planning Program, MTC created a collaborative planning process that involves residents in low-income Bay Area communities, community- and faith-based organizations that serve them, transit operators, county congestion management agencies (CMAs), and MTC. Launched in 2002, the Community-Based Transportation Planning Program evolved out of two reports completed in 2001 — the *Lifeline Transportation Network Report* and the *2001 Regional Transportation Plan Environmental Justice Report*. The Lifeline Report identified basic travel needs in low-income Bay Area communities and recommended community-based transportation planning as a way for communities to set priorities and evaluate options for filling transportation gaps. Likewise, the Environmental Justice Report identified the need for MTC to support local planning efforts in low-income communities throughout the region. These planning initiatives are available at: http://www.mtc.ca.gov/planning/cbtp/

- **Countywide Transportation Plans:** Each of the nine county Congestion Management Agencies prepares a long-range planning and policy document that assesses transportation needs and guides transportation priorities and funding decisions for that county over a 20-25 year horizon. These countywide plan informs that transportation projects and programs that are forwarded to MTC for consideration in the long-range plan. These plans can be found at the following links:

  Alameda County: http://www.alamedactc.com/app_pages/view/797
  Contra Costa County: http://www.ccta.net/EN/main/planning/countywideplan.html
  Marin County: http://www.tam.ca.gov/index.aspx?page=79
  Napa County: http://sites.google.com/site/napastransportationfuture/
  San Francisco County: http://www.sfcta.org/content/category/6/77/217/

San Mateo County: http://www.ccag.ca.gov/plans_reports.html
Santa Clara County: http://www.vta.org/projects/studies.html
Solano County: http://www.solanolinks.com/plans.html
Sonoma County: http://www.sctainfo.org/reports.asp

- **The FOCUS program** is the regional land-use blueprint plan lead by ABAG and MTC to support voluntary, incentive-based efforts to direct development toward a more compact land use pattern for the Bay Area. Through FOCUS, local governments and regional agencies are encouraging the development of complete, livable communities in areas — known as Priority Development Areas (PDAs) — served by transit, and promoting conservation of the region's most significant resource lands — known as Priority Conservation Areas (PCAs). For more information, visit: http://www.bayareavision.org/initiatives/index.html

- **PDA Assessments**, an offshoot of the FOCUS program, are being conducted by ABAG and MTC in partnership with local jurisdictions to determine specific needs in areas designated as planned PDAs. This effort, expected to wrap up in 2011, looks at the a range of needs, including infrastructure, affordable housing, school quality and the demographic make up of new residential communities.

- **Station Area Planning:** Launched in 2005, MTC has dedicated $20 million towards planning grants to support implementation of transit-oriented development in key transit centers. Initially focused on supporting the regional rail policy known as MTC Resolution 3434, eligibility for the grants was broadened in 2008 to support planning in PDAs. The grants seek to address planning elements such as traffic circulation, community engagement, housing types, as well as implementation and financing strategies. For more information: visit http://www.mtc.ca.gov/planning/smart_growth/#stations.

- **ABAG Environmental Justice Projects:** Equity policies are an important aspect of the FOCUS Program, which aims to maximize the positive community benefits of developing near transit. Developing strategies governments can undertake to prevent displacement of low-income residents resulting from neighborhood improvement/ increased property values was the subject of a collaborative effort with ABAG, the Center for Innovative Solutions, and PolicyLink and the resulting report Development Without Displacement. More about the report is available for download at http://www.bayareavision.org/initiatives/dwd-final.pdf.

In addition, the grant supported three sub-grants to the community based organizations and Cities of San Francisco, Oakland and Richmond to fund collaborative best practices in equitable development and engage low-income communities of color in planning. For details, visit http://www.bayareavision.org/initiatives/equitabledevelopment.html

- Other relevant initiatives include BCDC and ABAG's climate adaptation work to address the impacts of sea-level rise; and environmental review guidelines under consideration by the Air District to address health-based concerns over impacts of new development in certain low-income communities near transportation hubs.

In developing the final SCS, MTC and ABAG will conduct extensive public outreach to gather *additional* input on transportation and housing needs, trade-offs and priorities. Together, the past planning work and the public input to be gathered will form the foundation of the SCS alternatives to be tested and ultimately the SCS itself.

II. Developing the Sustainable Communities Strategy

The main work elements of the Bay Area's Sustainable Communities Strategy and Regional Transportation Plan will be led by the Metropolitan Transportation Commission and the Association of Bay Area Governments, with support from the Bay Area Air Quality Management District and the Bay Conservation and Development Commission.

To help direct interested Bay Area residents and organizations to participate in key actions or decisions being taken throughout the development of the SCS/RTP, we will post details on the OneBayArea web site highlighting key activities (for example, explaining the purpose and significance of each task, the estimated timeframe, public participation and comment opportunities, policy board actions, etc.).

The three charts on pages 51 – 53 illustrate the expected flow of decision making for the SCS planning effort. Additional detail in two areas — scenario planning and equity review — is described below. However, the process will need to be flexible and is subject to change, as needed, to reflect and respond to the input received as we move through the steps of developing the SCS. Any changes as well as additional detail will be updated in the OneBayArea web site.

Scenario Planning: Options for Future Growth in the Bay Area

MTC and ABAG will develop land use-transportation scenarios to determine what it will take to reach the statutory targets for greenhouse gas emissions, housing and particulate emissions. Local governments and the public will have opportunities to provide input on what these scenarios will look like through regional workshops, and local forums, such as county/corridor working groups conducted with assistance of county congestion management agencies.

Equity Considerations

The social equity impacts of the SCS/RTP will be considered through each step of the planning effort. We envision three key milestones in this process where social equity will be considered:

1. Equity and other performance measures will be used to assess an initial scenario that can serve as a foundation for discussion of the region's "vision" for sustainable growth and development. This will begin in early 2011.

MTC and ABAG also will seek to partner with community-based organizations serving residents in low-income communities and communities of color to participate in subsequent revisions to this Initial Vision Scenario and the creation of a preferred SCS scenario.

2. A detailed equity alternatives analysis will be developed based on comments received through the scenario development process, and will be open for public review and discussion beginning in the summer of 2011. This analysis will precede any Commission decisions on a preferred alternative for the SCS. The primary forums for this discussion are expected to be MTC's Policy Advisory Council and the Regional Advisory Working Group.

   MTC and ABAG also will seek to partner with community-based organizations to involve residents of low-income communities and communities of color during this phase.

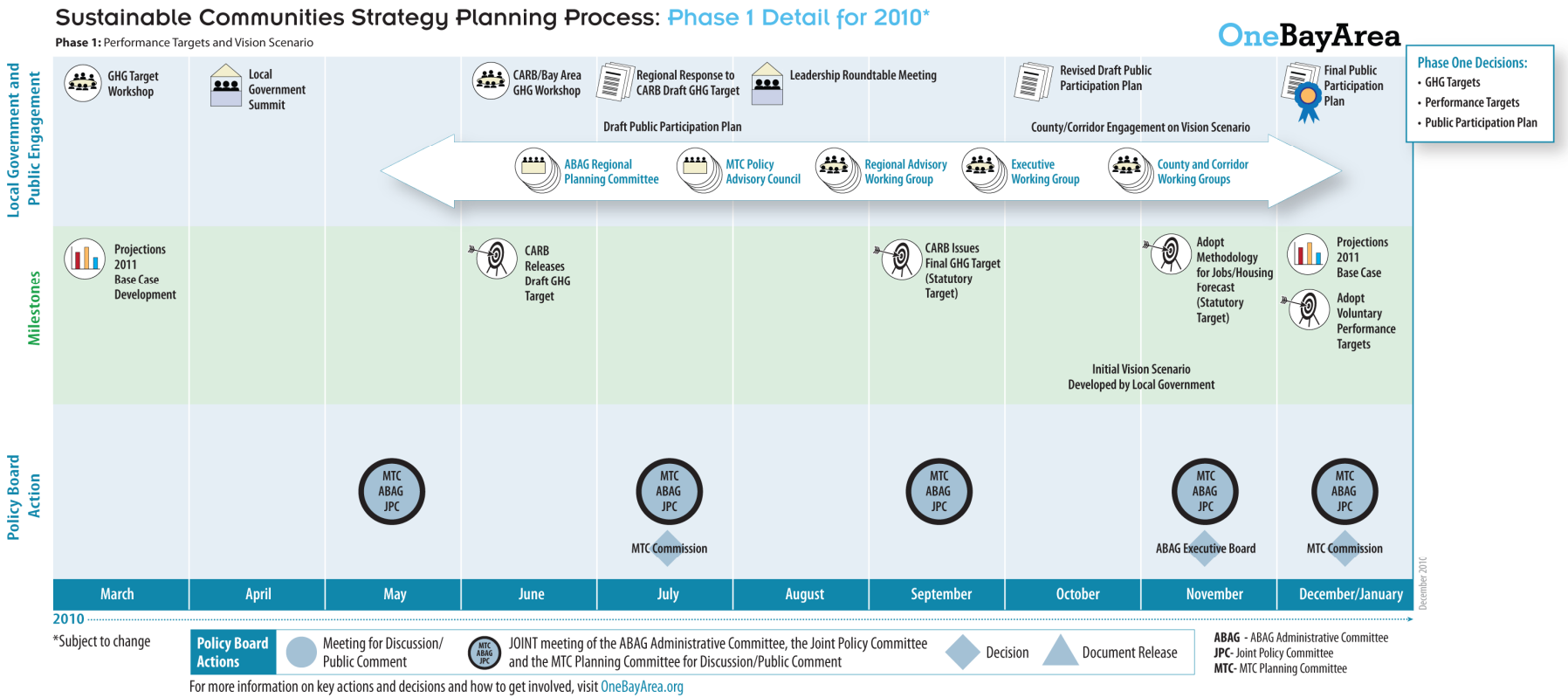
3. Consistent with past equity analyses for the RTP, MTC and ABAG will conduct an equity analysis to measure both the benefits and burdens associated with the SCS/RTP investments to determine that minority and low-income communities share equitably in the benefits of the investments without bearing a disproportionate share of the burdens.

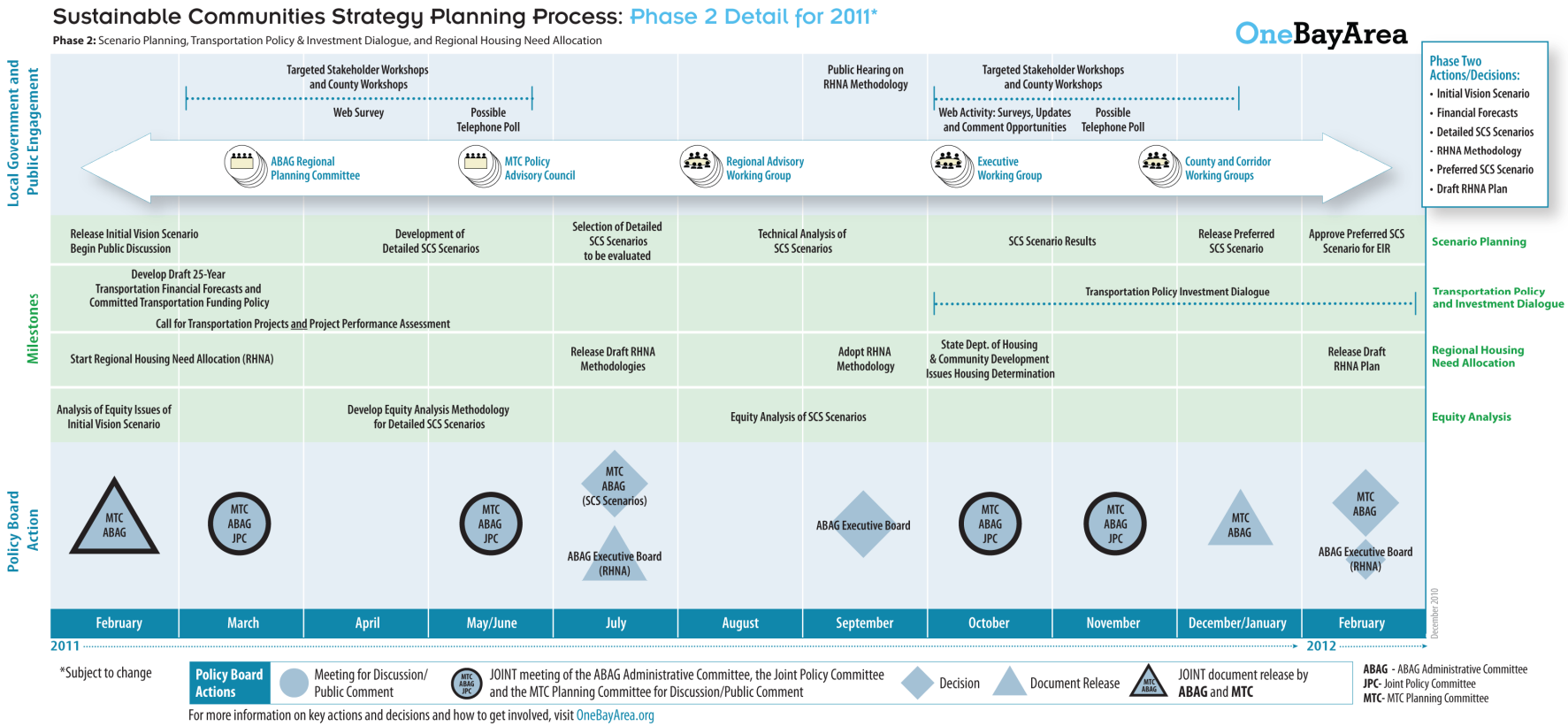
The following pages include these charts (please note that edits were made to each of the charts for the Final Draft Public Participation Plan):

Chart 1: Phase 1 Detail for 2010

Chart 2: Phase 2 Detail for 2011

Chart 3: Phases 3 & 4 Details for 2012-2013


Sustainable Communities Strategy Planning Process: Phase 1 Detail for 2010*
Phase 1: Performance Targets and Vision Scenario
OneBayArea
Local Government and Public Engagement
GHG Target Workshop
Local Government Summit
CARB/Bay Area GHG Workshop
Regional Response to CARB Draft GHG Target
Leadership Roundtable Meeting
Revised Draft Public Participation Plan
Final Public Participation Plan
Draft Public Participation Plan
County/Corridor Engagement on Vision Scenario
ABAG Regional Planning Committee
MTC Policy Advisory Council
Regional Advisory Working Group
Executive Working Group
County and Corridor Working Groups
Phase One Decisions:
• GHG Targets
• Performance Targets
• Public Participation Plan
Milestones
Projections 2011 Base Case Development
CARB Releases Draft GHG Target
CARB Issues Final GHG Target (Statutory Target)
Adopt Methodology for Jobs/Housing Forecast (Statutory Target)
Projections 2011 Base Case
Adopt Voluntary Performance Targets
Initial Vision Scenario Developed by Local Government
Policy Board Action
MTC ABAG JPC
MTC Commission
ABAG Executive Board
March
April
May
June
July
August
September
October
November
December/January
2010
*Subject to change
Policy Board Actions
Meeting for Discussion/ Public Comment
JOINT meeting of the ABAG Administrative Committee, the Joint Policy Committee and the MTC Planning Committee for Discussion/Public Comment
Decision
Document Release
ABAG - ABAG Administrative Committee
JPC- Joint Policy Committee
MTC- MTC Planning Committee
For more information on key actions and decisions and how to get involved, visit OneBayArea.org
December 2010


Sustainable Communities Strategy Planning Process: Phase 2 Detail for 2011*
Phase 2: Scenario Planning, Transportation Policy & Investment Dialogue, and Regional Housing Need Allocation
OneBayArea
Local Government and Public Engagement
Targeted Stakeholder Workshops and County Workshops
Web Survey
Possible Telephone Poll
Public Hearing on RHNA Methodology
Targeted Stakeholder Workshops and County Workshops
Web Activity: Surveys, Updates and Comment Opportunities
Possible Telephone Poll
ABAG Regional Planning Committee
MTC Policy Advisory Council
Regional Advisory Working Group
Executive Working Group
County and Corridor Working Groups
Phase Two Actions/Decisions:
• Initial Vision Scenario
• Financial Forecasts
• Detailed SCS Scenarios
• RHNA Methodology
• Preferred SCS Scenario
• Draft RHNA Plan
Milestones
Release Initial Vision Scenario Begin Public Discussion
Development of Detailed SCS Scenarios
Selection of Detailed SCS Scenarios to be evaluated
Technical Analysis of SCS Scenarios
SCS Scenario Results
Release Preferred SCS Scenario
Approve Preferred SCS Scenario for EIR
Scenario Planning
Develop Draft 25-Year Transportation Financial Forecasts and Committed Transportation Funding Policy
Call for Transportation Projects and Project Performance Assessment
Transportation Policy Investment Dialogue
Transportation Policy and Investment Dialogue
Start Regional Housing Need Allocation (RHNA)
Release Draft RHNA Methodologies
Adopt RHNA Methodology
State Dept. of Housing & Community Development Issues Housing Determination
Release Draft RHNA Plan
Regional Housing Need Allocation
Analysis of Equity Issues of Initial Vision Scenario
Develop Equity Analysis Methodology for Detailed SCS Scenarios
Equity Analysis of SCS Scenarios
Equity Analysis
Policy Board Action
MTC ABAG
MTC ABAG JPC
MTC ABAG JPC
MTC ABAG (SCS Scenarios)
ABAG Executive Board (RHNA)
ABAG Executive Board
MTC ABAG JPC
MTC ABAG JPC
MTC ABAG
MTC ABAG
ABAG Executive Board (RHNA)
February
March
April
May/June
July
August
September
October
November
December/January
February
2011
2012
December 2010
*Subject to change
Policy Board Actions
Meeting for Discussion/ Public Comment
JOINT meeting of the ABAG Administrative Committee, the Joint Policy Committee and the MTC Planning Committee for Discussion/Public Comment
Decision
Document Release
JOINT document release by ABAG and MTC
ABAG - ABAG Administrative Committee
JPC- Joint Policy Committee
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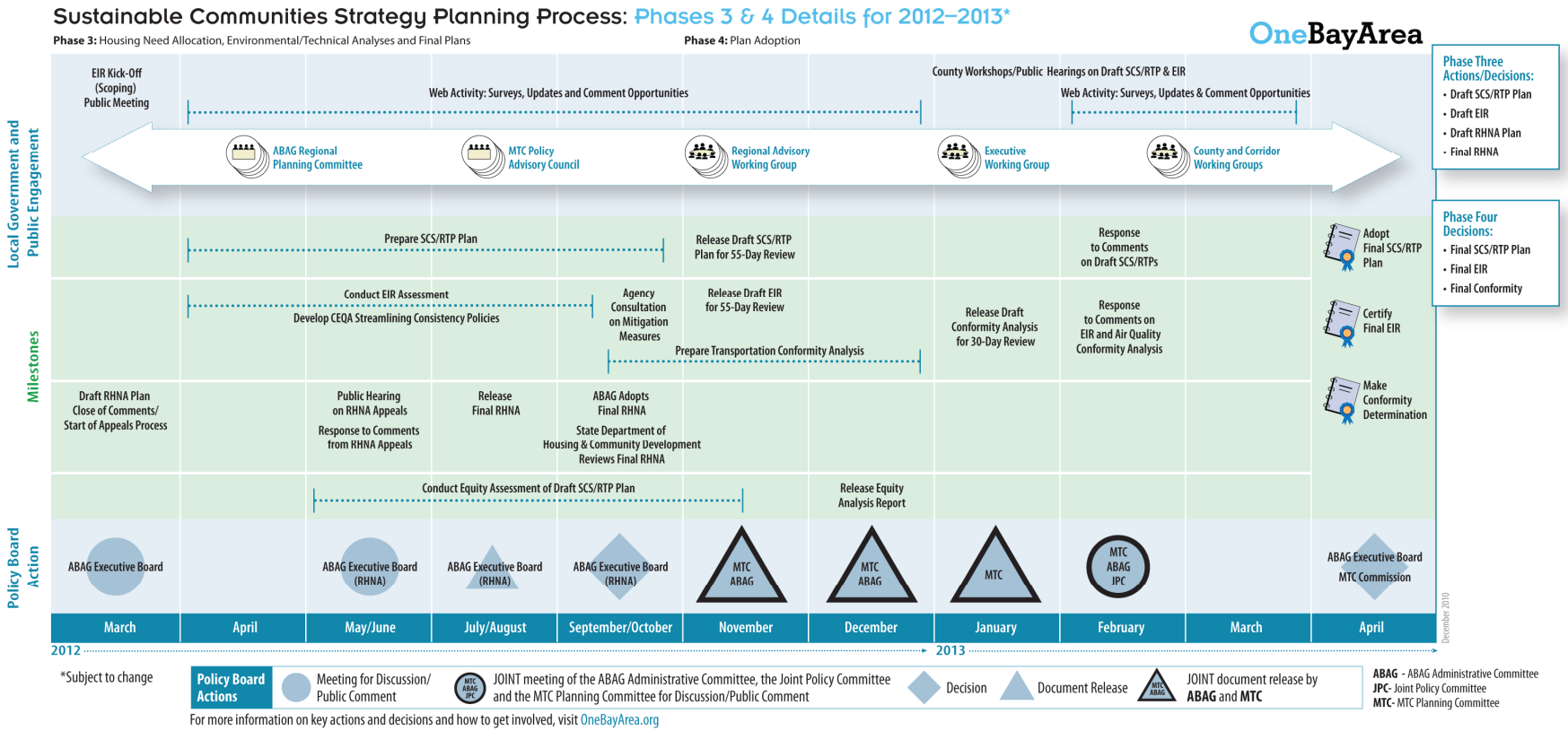
Sustainable Communities Strategy Planning Process: Phases 3 & 4 Details for 2012–2013*
Phase 3: Housing Need Allocation, Environmental/Technical Analyses and Final Plans
Phase 4: Plan Adoption
OneBayArea
Local Government and Public Engagement
EIR Kick-Off (Scoping) Public Meeting
Web Activity: Surveys, Updates and Comment Opportunities
County Workshops/Public Hearings on Draft SCS/RTP & EIR
Web Activity: Surveys, Updates & Comment Opportunities
ABAG Regional Planning Committee
MTC Policy Advisory Council
Regional Advisory Working Group
Executive Working Group
County and Corridor Working Groups
Phase Three Actions/Decisions:
• Draft SCS/RTP Plan
• Draft EIR
• Draft RHNA Plan
• Final RHNA
Phase Four Decisions:
• Final SCS/RTP Plan
• Final EIR
• Final Conformity
Milestones
Prepare SCS/RTP Plan
Release Draft SCS/RTP Plan for 55-Day Review
Response to Comments on Draft SCS/RTPs
Adopt Final SCS/RTP Plan
Conduct EIR Assessment
Develop CEQA Streamlining Consistency Policies
Agency Consultation on Mitigation Measures
Release Draft EIR for 55-Day Review
Release Draft Conformity Analysis for 30-Day Review
Response to Comments on EIR and Air Quality Conformity Analysis
Prepare Transportation Conformity Analysis
Certify Final EIR
Draft RHNA Plan Close of Comments/ Start of Appeals Process
Public Hearing on RHNA Appeals
Response to Comments from RHNA Appeals
Release Final RHNA
ABAG Adopts Final RHNA
State Department of Housing & Community Development Reviews Final RHNA
Make Conformity Determination
Conduct Equity Assessment of Draft SCS/RTP Plan
Release Equity Analysis Report
Policy Board Action
ABAG Executive Board
ABAG Executive Board (RHNA)
ABAG Executive Board (RHNA)
ABAG Executive Board (RHNA)
MTC ABAG
MTC ABAG
MTC
MTC ABAG JPC
ABAG Executive Board MTC Commission
March
April
May/June
July/August
September/October
November
December
January
February
March
April
2012
2013
December 2010
*Subject to change
Policy Board Actions
Meeting for Discussion/ Public Comment
JOINT meeting of the ABAG Administrative Committee, the Joint Policy Committee and the MTC Planning Committee for Discussion/Public Comment
Decision
Document Release
JOINT document release by ABAG and MTC
ABAG - ABAG Administrative Committee
JPC- Joint Policy Committee
MTC- MTC Planning Committee
For more information on key actions and decisions and how to get involved, visit OneBayArea.org

III. Stakeholders

The goal of engaging local governments and other stakeholders in the SCS planning effort is to promote an open, transparent process that encourages the ongoing and active participation of local governments, a broad range of stakeholders, and the general public.

The success of the SCS is predicated on effective partnership with local governments and public support for policies and programs to accommodate all the region's projected population growth, including all income groups, and achieve targeted reductions in greenhouse gas emissions from cars and light trucks. Without such partnership and support — no matter how great our effort — we will not achieve the best possible outcomes.

To encourage communication among stakeholders, we have established the Regional Advisory Working Group that includes representatives from local government staff and stakeholders. For local governments, county/corridor working groups will support communication at the county and sub-regional levels. To encourage participation from all stakeholders MTC and ABAG will develop material in layman's terms so Bay Area residents understand what we are attempting to accomplish through this process and the options available to the region for achieving our goals.

A. Government Engagement

In developing the Bay Area's Sustainable Communities Strategy, the regional agencies will involve both government and non-government agencies, organizations and individuals. A partnership with local governments — from elected officials to city managers, planning and public works directors, transit operators and congestion management agencies — is critical.

To launch the planning process for the Bay Area's development of a Sustainable Communities Strategy, a half-day local government summit was held on April 22, 2010, in Oakland. Local elected officials received a briefing on the requirements of Senate Bill 375 and an introduction to the planning process the Bay Area will utilize to develop the Strategy. The summit was held in conjunction with the Association of Bay Area Governments' spring General Assembly, and drew over 350 attendees. The audience included a roughly equal representation of local elected officials, government staff, and representatives from a range of interest groups (business, environment and social equity).

County/Corridor Meetings

To involve local governments and transportation agencies, ABAG and MTC in the summer and fall of 2010 coordinated meetings in each county with elected officials who serve on the four regional boards and their staffs and county Congestion Management Agencies (CMAs) to map out a process within each county to develop an Initial Vision Scenario. ~~partner with and actively engage~~ This Initial Vision Scenario will be a starting point for discussions among elected officials, city managers, planning directors, CMAs, transit agencies and stakeholder organizations in the development of the SCS. Specific information about each county process will be posted on the OneBayArea web site as it is developed.

County Congestion Management Agencies (CMAs) will work closely with elected officials, local jurisdictions and stakeholder organizations during the SCS planning effort, providing a meeting structure to discuss such issues as where new housing should be sited, how that new housing can be integrated to encourage sustainable growth and development, and how transportation investments should be prioritized to encourage and support sustainable development. MTC and ABAG will expect CMAs to, at a minimum, post notices of meetings on the OneBayArea web site, hold meetings in central locations that are accessible by public transit (to the extent feasible), notify interested parties in each county about meetings and public comment opportunities in the county/corridor by using ABAG's and MTC's contact database, and offer language translations and accommodations for people with disabilities if requested at least three days in advance. MTC is expecting that the CMAs will implement their public outreach efforts in a manner than meets the requirements of Title VI, and will work with the CMAs to support their efforts (e.g., assistance with translation services).

SCS Executive Working Group

An SCS Executive Working Group — including city managers, congestion management agency directors, regional agency executives, transit officials and others — will be formed to provide a forum for input on technical and policy issues surrounding the SCS. Executive Working Group meeting times/locations as well as meeting materials will be posted on the OneBayArea website.

Additional Outreach to Government Stakeholders: Federal, State and Other Government Agencies and Native American Tribal Governments

In addition to the local governments that will be involved in development of the Sustainable Communities Strategy, MTC and ABAG will consult with officials responsible for other types of planning activities that are affected by transportation in the area, such as federal and state conservation and historic preservation agencies. Consultation will be based on the agency's needs

and interests. At a minimum, agencies will be informed about the process to develop the SCS and RTP, and will be provided an opportunity to participate.

Consultation with the region's Native American governments also will occur. There are six federally recognized Native American tribes in the San Francisco Bay Area. MTC and ABAG will invite the tribes to participate in government-to-government consultation during development of the Sustainable Communities Strategy and the Regional Transportation Plan. The groundwork for consultation will occur early in the process of developing the regional transportation plan, and will include a "Tribal summit" for all six Tribal governments. MTC and ABAG will also conduct individual meetings at the tribe's convenience. (See also Tribal Government Consultation in the MTC Public Participation Plan.)

Statutorily Required Input on Draft Sustainable Communities Strategy

As required by SB 375 legislation, at least two informational meetings in each county will be held for members of the county board of supervisors and city councils, to review and discuss the Draft Sustainable Communities Strategy and consider their input and recommendations. Notice of the meeting shall be sent to each city clerk and to the clerk of the board of supervisors. One informational meeting will be conducted if attendance at the one meeting includes county board of supervisors and city council members representing a majority of the cities representing a majority of the population in the incorporated areas of that county. ABAG and MTC will strive for a robust engagement with local governments that may well go beyond the number of meetings prescribed in the legislation.

B. Community Stakeholder Engagement

The regional agencies will seek the active participation of a broad range of stakeholder groups in the development of the Sustainable Communities Strategy. In addition to bringing together representatives of local government, county congestion management agencies, transit agencies and the four regional agencies as described in Section III, outreach efforts will encourage the participation of a broad range of public advocates and community members. We will pay special attention to engagement efforts that focus on under-represented communities who do not typically participate in regional and local planning. The success of the SCS is dependent on all voices in the region being represented and involved, including stakeholders that are specifically identified in SB 375 and in federal legislation that governs regional transportation planning. The stakeholders in the SCS planning process include, but are not limited to, the following:

- Other affected public agencies (such as special districts, county health offices, resource agencies, etc.)
- Transportation and environmental advocates
- Neighborhood and community groups
- Broad-based business organizations
- Affordable housing advocates, home builder representatives, homeowner associations
- Landowners, commercial property interests
- Low-income communities, communities of color and limited English proficient communities
- School districts and county offices of education
- Other interested opinion leaders, advocacy groups and the general public.

C. Joint Stakeholder Participation via Policy & Advisory Committees

Participation in regularly scheduled meetings of advisory and policy committees is one way that interested stakeholders — whether government or non-government — can get and stay involved. Meeting times and locations for these meetings will be posted on the OneBayArea website. If unable to attend, stakeholders can find meeting materials at the OneBayArea website (www.OneBayArea.org) as well. The diagram below depicts the partnership that will be required to develop a successful sustainable strategy for the region.

Table 1
A Public Participation Partnership

Policy Boards and Committees

The Joint Policy Committee brings together board members of the four regional agencies (ABAG, MTC, the Air District and BCDC) and is the vehicle through which the agencies coordinate their regional planning efforts. This committee will provide oversight of the Sustainable Communities Strategy planning effort. The Joint Policy Committee meets every other month at 10 a.m. in Oakland, in the Joseph P. Bort MetroCenter.

At key points in the development of the Sustainable Communities Strategy, the full policy boards of the four agencies will discuss SCS issues at their regular board meetings. Final decisions and actions related to the SCS will be made by the Metropolitan Transportation Commission and the Executive Board of the Association of Bay Area Governments.

MTC is guided by a 19-member policy board composed of local officials from the nine Bay Area counties, including two members who represent regional agencies — ABAG and the Bay Conservation and Development Commission — as well as three nonvoting members appointed to represent the U.S. Department of Housing and Urban Development, the U.S. Department of Transportation, and the California Department of Transportation. The Commission meets monthly on the fourth Wednesday of the month, at approximately 10 a.m., at MTC's offices in Oakland, in the Joseph P. Bort MetroCenter.

The ABAG Executive Board carries out policies established by the General Assembly, which is composed of representatives of the Bay Area's 101 cities, towns, and counties. ABAG's Executive Board makes operating decisions and controls expenditures, and acts on recommendations from other Association committees. The 38 voting memberships on the Executive Board include elected officials reflecting population size of the nine counties, with non-voting members representing state or federal agencies invited to serve at the pleasure of the Board. The Executive Committee meets the third Thursday of every other month, beginning in January, at 7 p.m. in the auditorium of the Joseph P. Bort MetroCenter.

To more fully collaborate, the MTC Planning Committee and ABAG's Administrative Committee will meet jointly as needed to oversee development of the Sustainable Communities Strategy.

Advisory Committees

The Regional Advisory Working Group: Bay Area residents and government staff will meet jointly through a newly created *ad hoc* regional working group whose primary purpose is to provide input to regional agency staff throughout the development of the Sustainable Communities Strategy. The Regional Advisory Working Group will meet as needed. For example, during 2010, the Regional Advisory Working Group is expected to meet almost monthly during the April – December 2010 timeframe, and participants will be asked to offer feedback on regional targets, including regional housing and job targets, the "base-case" or starting point land use, alternative land use and transportation investment scenarios, and SCS-related public outreach.

The Regional Advisory Working Group will include planning staff representatives of local government, county Congestion Management Agencies, transit agencies, and stakeholder representatives. Each county is represented by at least one local planning director; representatives of various stakeholder groups (including affordable housing, business, real estate developers, equity and environmental groups) were invited to participate as well. Meeting materials will be posted on the OneBayArea website and are open to all government staff and members of the public.

Existing MTC and ABAG advisory committees will be utilized to garner additional input from various stakeholders. These include MTC's Policy Advisory Council and ABAG's Regional Planning Committee.

- **MTC's Policy Advisory Council** is a 27-seat advisory panel established to advise MTC on transportation policies in the San Francisco Bay Area, incorporating diverse perspectives relating to the environment, the economy and social equity. This panel will be an active participant in the development of the SCS by providing input on regional planning efforts linking transportation, housing and land use plans to reduce greenhouse gas emissions. The Policy Advisory Council meets monthly, on the second Wednesday of the month at 1:30 p.m. at MTC's offices in the Joseph P. Bort MetroCenter, Oakland.

- **The ABAG Regional Planning Committee** hears Bay Area planning issues of regional concern and makes recommendations to the ABAG Executive Board. The Regional Planning Committee includes 36 members, with a minimum of 18 elected officials from the nine Bay Area Counties, representatives of the four regional agencies, and stakeholders representing a broad range of issues, including business, economic development, recreation/open space, environment, public interest, housing, and labor, as well as representatives from ethnic minority groups and special districts. The Regional Planning Committee meets the first Wednesday; alternate months, from 1-3 p.m. in the MetroCenter Auditorium, in Oakland.

D. Public Participation Techniques

Development of the Bay Area's Sustainable Communities Strategy will occur in four phases. Public participation efforts for each phase will be developed in advance of each, and posted on www.OneBayArea.org. Detail for all phases ~~i~~s described in the Planning Process Charts 1-3 (pages 49-51), although it is important to note that this is an iterative process that is subject to change. Throughout each phase, ABAG and MTC will use a variety of participation techniques to engage a wide range of residents, as described in this Participation Techniques section.

Voices from Underserved Communities

The success of the Sustainable Communities Strategy is dependent on all voices in the region being represented and involved. MTC and ABAG will take special effort to engage minority and low-income residents that do not typically participate in regional government planning efforts, and to work with social equity advocates to frame regional policies and investment guidelines that can result in equitable development.

In order to seek out and consider the needs of those traditionally under-represented in the planning process, including minority, low-income and limited English proficient communities, a limited number of grants will be provided to community non-profit organizations in communities of concern through a request for proposals (RFP) competitive process for assistance in engaging their residents. See MTC's *Plan for Special Language Services to Limited English Proficient (LEP) Populations* for more information on involving populations with limited English proficiency.

MTC and ABAG ~~have~~ applied for and received a grant through the state's Strategic Growth Council to fund various tasks related to development of the SCS, including public participation activities in low-income communities and communities of color. ~~Announcements on awarding of these grants were pending as this revised draft was released.~~

Other Partnerships

MTC and ABAG will partner with the Silicon Valley Community Foundation on an initiative known as Envision Bay Area to encourage more Bay Area residents to get involved in the Sustainable Communities Strategy. The Community Foundation, in conjunction with a range of nonprofit groups, including the Greenbelt Alliance, the Bay Area Council, and the American Lung Association, has received a Knight Foundation Grant to fund an interactive web-based tool that will

help interested residents understand the implications and trade-offs associated with different housing, transportation and land-use choices.

To encourage partnerships with the many interested stakeholder groups and to help reach out to and involve individuals, local government officials and community organizations, an SCS "tool kit" will be developed. The tool kit will include information to continue discussions with other interested members of the public, publicize comment opportunities, and build general awareness for the SCS planning effort. We will build upon the networks of advisors and the work of partner agencies (such as through Community-Based Transportation Planning efforts) to utilize the tool kit.

Participation Techniques

The public participation efforts will include:

Advance Notice

- Develop details for the planning process and opportunities for public engagement in advance of each phase of the SCS development — and post these details on www.OneBayArea.org.
- Maintain an updated calendar of events on the OneBayArea website.
- Provide timely notice about upcoming meetings. Post agendas and meeting materials on the web one-week in advance of policy committee meetings or ad hoc advisory group meetings.
- Use a mailing list database to keep participants notified throughout the multi-year process (via e-mail or U.S. mail).
- Circulate a Draft Sustainable Communities Strategy or Alternative Planning Strategy, if one is prepared, for public review at least 55 days before the adoption of the Final Sustainable Communities Strategy and Regional Transportation Plan.
- Work with media outlets to encourage news coverage in advance of meetings.

Workshops, Presentations, Hearings

- Provide opportunities for a discussion in each county on important issues surrounding how to create a sustainable Bay Area. Pursuant to state statute, MTC and ABAG will hold a minimum of three public workshops in Alameda, Contra Costa, San Francisco, San Mateo and Santa Clara counties, and one or more meetings in the less populous Marin, Napa, Solano and Sonoma counties.
- Host public meetings/workshops in convenient and accessible locations and at a variety of times (evenings, weekends, as well as week days).

- Hold at least three public hearings on the Draft SCS or Alternative Planning Strategy, if one is prepared; hold the public hearings in different parts of the region to maximize the opportunity for participation by members of the public throughout the region.
- Use "visualization" techniques to communicate technical planning issues and strategies to the public, such as maps, videos, graphics, animation or computer simulation to depict alternatives under consideration.
- Conduct a public workshop on target-setting methodology (required by SB 375; held March 10, 2010 in the San Francisco Bay Area).
- Hold technical workshops to describe the methodology and key assumptions of the Bay Area travel model and ABAG's model.
- Provide a summary of comments heard at workshops via www.OneBayArea.org.

Internet/Social Media

- Use of a single web address — www.OneBayArea.org — so members of the public have a single place to go for current updates, and to request to receive notices and information.
- Link to OneBayArea website from the individual websites of the regional agencies.
- Maintain a library of past workshop meeting materials on the OneBayArea website.
- Offer interactive web polls, surveys, etc.
- Provide timely, easy-to-understand information on a website that is accessible, per the Americans with Disabilities Act.
- Explore using social media methods to reach and engage residents.

Media Outlets

- Issue press releases to media outlets, including ethnic, foreign-language and community media, to keep reporters apprised of progress and generate coverage on radio, television, newspapers and the Internet.
- Pursue civic journalism partnerships for high-impact coverage of key issues; conduct media briefings for reporters, including special emphasis to ethnic, foreign-language and community media outlets.
- Translate news releases about public workshops into Spanish and Chinese, or other languages as appropriate.

Outreach to targeted groups

- Seek out and consider the needs of those traditionally under-represented in the planning process, including minority, low-income and limited English proficient communities.

- Provide grants to community non-profit organizations in communities of concern for assistance in engaging their residents.
- Conduct focus groups targeted at certain stakeholders.
- Host roundtable discussion forums periodically to consult with a range of advocacy opinion leaders to discuss key issues, priorities.
- Provide assistance, if requested, at least three working days prior to a meeting, to people with disabilities, and language assistance to people with limited English proficiency. (Five or more days' notice is preferred.) Such requests may be made through the MTC Public Information Office at 510-817-5757.
- Piggy-back on existing meetings in order to attract greater attendance and participation.

Other

- Statistically relevant public opinion poll (also available in languages other than English).
- The methods ABAG and MTC will use to report progress on the SCS planning effort will include, but not be limited to, the web, e-mail updates, electronic and print newsletters, and local media outlets.

IV. Performance Measures for the Sustainable Communities Strategy Public Participation Plan

MTC and ABAG commit to the following goals and performance benchmarks to measure the effectiveness of the public participation program. The agencies will report on the results in order to inform and improve future outreach and involvement programs, including future updates to the Sustainable Communities Strategy.

Public Participation Goals for the 2013 Sustainable Communities Strategy

1. *Diversity:* Participants must represent a range of socioeconomic, ethnic and cultural, geographic and user (mode) groups. They must also include a range of people with varying interests: social service, business, environment, social justice/equity, etc.

2. *Reach:* The program should make every effort to include the greatest number of people possible. Different levels of participation will make it more inviting for people with a range of involvement preferences to join the discussion.

3. *Accessibility:* Every effort should be made to engage as many participants as possible. This goal can be met by taking the participation activities to where people already are located, whenever possible. It can also be met by providing ways to participate, regardless of individuals' language, personal mobility or ability to attend a meeting, access to the Web, etc.

4. *Impact:* The feedback received through this Public Participation Plan should be analyzed and provided to policy makers wherever appropriate. Interested participants should be informed of actions by MTC and ABAG. Decisions to not incorporate recommendations should be noted, with a rationale provided and ready to be discussed.

5. *Education:* This outreach program is an opportunity for MTC and ABAG to inform a wide range of people about transportation issues in the Bay Area, as well as the link to climate change and smart growth, among other issues. Each step of the process should include an educational element, whether it is about Bay Area transportation in general, specific projects being considered for inclusion in the long-range plan or background on the outreach results to date.

6. *Participant Satisfaction:* People who take the time and energy to participate should feel it was worth their while to join in the discussion and debate. Questions, surveys or other effort to gather input will be designed to add value to the process and help inform decisions.

MTC staff devised performance measures for the above-identified goals that include quantifiable targets for performance, based on aspirations for meaningful public involvement, tempered by reasonable assumptions and time and budget constraints.

The following targeted performance measures are associated with each of the goals.

Diversity

- The demographics of targeted groups (age, ethnicity, income, geographic location, disability) roughly mirror the demographics of the Bay Area's population.
- Participants represent a cross-section of people of various interests, places of residence and primary modes of travel, as reported on evaluation forms distributed at meetings.

Reach

- 3,000 or more comments are logged.
- 6,000 individuals actively participate in the Sustainable Communities Strategy public participation efforts as measured by survey responses and meeting attendance (excluding repeat attendance).
- There are 30,000 visits or "views" to the OneBayArea website.
- The Sustainable Communities Strategy or elements of it are mentioned in at least 70 radio or TV broadcasts, newspaper articles, editorials, commentaries, or other printed media.

Accessibility

- Meetings are held in all nine counties.
- 100 percent of meeting locations are accessible by transit, if available.
- Meetings are linguistically accessible to 100 percent of participants, with 3 working days' advance request for translation. (Meeting announcements offer translation services with advance request for translation services.)
- All meetings are accessible under the requirements of the Americans with Disabilities Act (ADA).

Impact

- 100 percent of written correspondence received is logged, analyzed, summarized and communicated in time for consideration by staff or policy board members.
- 100 percent of written correspondence is acknowledged so that the person making it knows whether his or her comments are reflected in the outcome of an MTC or ABAG action or, conversely, or why the action was different.

Education

- 60 percent of participants "*strongly agree or agree"* with statements that indicate that participation in the outreach and involvement efforts was a good opportunity to learn more about Bay Area transportation, land use and housing issues.
    - Educational value of presentations and materials
    - Understanding of other perspectives and differing priorities
    - Clear information on OneBayArea website

Participant Satisfaction

- 60 percent of participants "*strongly agree or agree"* with statements that rate the 2013 Sustainable Communities Strategy public participation efforts and target the participants' personal experiences.
    - Sufficient opportunity to comment/ask questions
    - Clear information at an appropriate level of detail
    - Quality of the discussion

MTC Public Participation Plan

Appendix B

Public Participation Plan Outreach:

Summary of Comments from 2007 Presentations, Focus Groups and Web Survey

Summary of Focus Groups, Presentations and Web Survey Comments

Prior to development of the 2007 Public Participation Plan, staff sought input from members of MTC's three advisory committees, and solicited comments from the Bay Area Partnership's Technical Advisory Committee (staff from transportation and environmental protection agencies in the region) and MTC's Welfare to Work Working Group (social service agency representatives and transportation providers). In addition, staff met with clergy in the East Bay and South Bay on ways to engage the faith-based community.

Focus Groups

In addition, MTC held focus groups from January through April 2007 to solicit comments and feedback on MTC's public participation practices. Sessions were organized as follows:

- Representatives from MTC's three advisory committees (Feb. 13, 2007)
- Peer Panel with public information officers from a range of local, state, regional and federal transportation and environmental protection agencies (Feb.14, 2007)
- Participants in the LIFETIME program, a support group for low-income single parents attending college (March 9, 2007)
- Leaders of bicycle and pedestrian groups (March 21, 2007)
- Amalgamated Transit Union Representatives (April 12, 2007)
- Private Transportation Providers (April 17, 2007)

Web Survey

MTC also conducted a web survey asking more questions about ways to improve public participation. The survey consisted of 18 questions and was available on the web for 33 days. MTC e-mailed its entire contact database regarding the survey, and asked other groups – such as AC Transit, the Transportation and Land Use Coalition (TALC), the California Alliance for Jobs and Urban Habitat – to also notify their constituencies and partners. There were a total of 1,574 completed surveys and 216 partially completed surveys.

Common Themes

Common themes emerged from this outreach. As one might expect, these themes were often delineated by the medium used to obtain the response (for example, web survey respondents were more apt to want to communicate via the Internet or e-mail, etc.). The comments summarized below provide an overview of responses from focus groups to the specific questions asked.

1. What would encourage you to attend a meeting or event to discuss Bay Area transportation issues?

   Web survey respondents informed us that an interesting or relevant meeting topic had the greatest impact on meeting attendance. Other recommendations made by both focus group participants and web survey respondents include consideration of the time and location of a meeting, the ability of meeting participants to impact MTC's decision-making process, and the use of community and media partnerships to promote a meeting. Participants in a low-income focus group recommended the use of childcare and food as a way to encourage attendance. Finally, our advisory committee members recommended that we educate the public about MTC as a way to create relevance and encourage the public's attendance at meetings and events.

2. What is the best way to notify you about a meeting?

   Both web survey respondents and focus group participants believed that e-mail was the best way to notify the public of a meeting. Notification by regular mail, display of posters or flyers in transit vehicles or stations and use of radio or broadcast public service announcements were mentioned as other successful ways to notify the public. Meeting organization and logistics also matter. Because people are so busy, it is advisable to promote a meeting multiple times using a variety of media. Last, we were reminded that Internet access isn't universal and encouraged to provide non-Internet alternatives for meeting promotion to ensure that everyone is included.

3. Which of the following methods would help you express your views at a meeting?

   Responses to this question were consistent with the medium used: web survey participants recommended a questionnaire or survey to express views, while focus group participants recommended facilitated discussion or small groups. Focus group participants noted that those uncomfortable providing public comment at a meeting might prefer to provide written comments instead. Our peers felt that the use of charts and graphs would assist with visualization of meeting material, and improve the quality of the input.

4. Other than a meeting, what other methods would you most likely use to express your views?

   Once again, responses were medium specific: web survey respondents preferred web surveys to express views, while focus group participants preferred in-person methods, such as staffing a kiosk at a public event or use of a focus group. Both groups also recommended e-mail and regular mail comments as a method to express views. Last, we were reminded again

that because Internet access isn't universal, we should ensure that non-Internet methods are always available.

5. How would you like to have detailed material presented to you?

   Web survey respondents believed that providing information online for review in advance is the best way to explain detailed information to the public. The respondents also felt that the use of charts or other visual aids, brochures, flyers or other printed material also are successful media for material presentation. The focus group participants reminded us to refrain from using acronyms during a meeting, and overwhelmingly recommended the use of understandable text combined with illustrative graphics. MTC also was strongly encouraged to use multiple media in order to make materials easier to understand.

6. MTC would like to keep you informed of how your comments have factored into its decisions. What is the best way to inform you of MTC's actions?

   Both web survey respondents and focus group participants felt that e-mail is the best way to notify the public about MTC's actions. Focus group participants encouraged the use of community groups, via the group's newsletters and web sites, and the use of the media, both print and broadcast, to inform the public. The low-income focus group participants also encouraged the use of regular mail as an alternative to e-mail.

Additional details on the 2007 focus groups and web survey comments can be found in a separately bound appendix (Appendix D).

MTC Public Participation Plan
Appendix C

2007 Tribal Government and Interagency Consultation

Consultation With Tribal Governments:

June 5, 2007 Tribal Summit Agenda, Discussion Questions, Comment Form

Interagency Consultation:

Summary of Consultation with Resource Agencies
and Local Jurisdictions

Tribal Government Consultation

There are six federally recognized Native American tribal governments in the San Francisco Bay Area. As part of the development of the 2007 Public Participation Plan, MTC invited these six governments, as well as 10 other federally recognized tribes outside the region, to meet with MTC, the Association of Bay Area Governments (ABAG) and the state Department of Transportation (Caltrans) to discuss opportunities for ongoing consultation on regional transportation and land use matters. The Tribal summit also initiated early government–to-government consultation on the development of the Transportation 2035 Plan for the Bay Area as well as on ABAG's smart growth initiative, Focusing Our Vision.

The June 5, 2007 meeting was facilitated by the National Indian Justice Center, an Indian-owned and operated non-profit corporation known to the tribal governments. Attendees included policy board members and executive staff from MTC and ABAG, as well as executive management staff from Caltrans and the Napa County and Solano County congestion management agencies. The meeting was held in Sonoma County, where most of the tribal governments in the Bay Region are located. Representatives from three tribal governments participated: Federal Indians of Graton Rancheria, Scotts Valley Band of Pomo Indians, and Ione Band of Miwok Indians.

The agencies heard several key messages from tribal representatives:

- The needs of tribal members to access jobs, education, and health care are common across different tribes.
- Most tribes are just beginning to develop their governmental operations.
- Many tribes have limited or no staff resources dedicated to transportation issues. As tribes acquire land, this may change
- Agency staff should be better educated to tribal traditions and culture, such as the importance of cultural resources to tribal heritage and identity.
- Regional agency staff should keep informed of tribal elections to ensure key contacts remain valid.
- Regional agency staff should tap into regular meetings that some tribes have with Caltrans, in which projects and plans are reviewed for the year, and to take advantage of tribal council meetings.
- One-to-one consultation is important, in addition to multiple group forums, such as the June 5, 2007 Tribal summit.

MTC circulated a list of questions for the trial attendees to respond to in their own time on their preferences for the modes of consultation, and staff followed up with those Bay Area tribes not able to attend the Tribal summit to gauge their interest and preference for individualized consultation on the Regional Transportation Plan and Focusing Our Vision.

The June 5 Tribal summit was a springboard to ongoing and meaningful dialogue with the Bay Area tribal governments on transportation and land use concerns. MTC will encourage individual meetings with each tribal government to discuss issues and concerns specific to each tribe.

Interagency Review

Because MTC is but one of many players involved in transportation, and recognizing that transportation has direct impacts on the environment, it is essential that regional transportation planning and funding decisions are informed by affected governments at all levels. To facilitate a discussion on how best to engage numerous local, state and federal agencies in its plans and programs, in 2007 MTC mailed a letter to some 150 affected agencies offering to consult directly on the Draft Public Participation Plan, and 53 responses were received. The letter offered the option of a meeting or a phone call to discuss with MTC the Public Participation Plan and how best to engage on the development of the Regional Transportation Plan and the Transportation Improvement Program.

In response to requests for a meeting, MTC staff organized a workshop to discuss specifics on the Draft Public Participation Plan, the Regional Transportation Plan (RTP) and the Transportation Improvement Program (TIP). Nearly 35 agencies that requested either a meeting or telephone interview were notified about the workshop. Two agency staff members attended the June 14, 2007 event, and the attendees expressed their overall satisfaction with MTC's current planning and agency consultation processes. Key questions posed at the workshop included how does the Transportation 2035 Plan's project submittal process work and what are the key decision points in the plan's development. It was acknowledged that the TIP process is primarily an administrative one since projects must first be identified in the RTP prior to inclusion in the TIP. Further, in soliciting and engaging the partners and the public in the RTP, the participants suggested the use of existing meetings like congestion management agency or city council meetings. City council meetings would be particularly good venues because council members are well versed on transportation issues and the meetings have set hours and locations, and draw large community participation..

MTC staff also completed 19 telephone interviews to all agency respondents who requested them. While many agency staff members stated they were satisfied with current processes, a few made recommendations for improvement. Providing all relevant information to agencies by email, having more meetings in or convenient to outlying counties/cities, and ensuring that a highlight of what is new about the regional plan to create relevance in people's minds were among the most popular.

Detailed notes on the meeting and telephone interviews are included in this appendix.

MTC staff also sent an email to 15 agency representatives who requested consultation on MTC's planning and financing processes. The email requested input on MTC's current communication channels used during the RTP/TIP planning process. While all five respondents were satisfied with MTC's existing communication channels, specific suggestions were made for potential meeting venues, and in support for use of automated meeting notices for all pertinent meetings.

Prior to release of the Draft 2007 Public Participation Plan, staff also appeared before the Partnership Technical Advisory Committee and the Welfare-to-Work Working Group (which includes social service agencies and transportation providers) to discuss development of the draft Public Participation Plan. Finally, MTC hosted a "peer panel" focus group of public information officers from a range of local, state, regional and federal transportation and environmental protection agencies (mentioned above) to discuss best practices on engaging the public and their agencies in MTC's key decisions.

MTC/ABAG/CALTRANS GOVERNMENT CONSULTATION
June 5, 2007
National Indian Justice Center
5250 Aero Drive
Santa Rosa, CA 95403-8069

AGENDA

10:00 AM 1. **Welcome and Opening Prayer**
Raquelle Myers, Senior Staff Attorney, National Indian Justice Center

2. **Introductions**

10:15 AM 3. **Overview** – Raquelle Myers
- Summit Objectives
- Overview of Tribal Governments

10:30 AM 4. **Caltrans Opening Remarks** –
Bijan Sartipi, District Director, Caltrans, District 4
- Building Government-to-Government Relationships

10:40 AM 5. **Transportation 2035 Plan: Regional Transportation Plan Update**
Bob Blanchard, Commissioner & Steve Heminger, Executive Director, MTC
- How the Regional Process Works – Transportation
- Developing the 25-Year Vision
- Transportation Planning and Funding Opportunities

11:00 AM 6. ***Focusing Our Vision* (FOCUS) —** Pamela Torliatt, Executive Board Member and Henry Gardner, Executive Director, ABAG
- How the Regional Process Works – Land Use
- Priority Conservation Areas (PCA) & Priority Development Areas (PDA)

11:20 AM 7. **Discussion of Tribal Transportation and Land Use Interests** – All
- Tribal Staff Resources for Transportation and Land Use Planning
- Discussion of Transportation and Land Use Data, Maps, and Plans

11:45 AM 8. **Wrap-up and Next Steps** – Steve Heminger, Henry Gardner
- Individualized Consultation
- Other Opportunities for Consultation

9. **Closing Remarks** – Raquelle Myers

12:00 PM 10. **Summit Adjourned; Lunch**

MTC/ABAG/CALTRANS GOVERNMENT CONSULTATION
June 5, 2007
DISCUSSION QUESTIONS

1. **Tribal Staffing/Resources**
   - Do you have the staffing, technical, or financial resources to identify transportation and land use needs, such as to:
     - Assess the travel needs of tribal members
     - Maintain existing and planned roads on tribal lands
     - Develop BIA transportation plans and design improvements
   - Do you use any of the following resources? If not, why?
     - BIA Indian Reservation Roads planning and project funds
     - Caltrans environmental justice planning grants

2. **Basic Travel Needs**
   - Do tribal members have adequate access to private cars to reach their jobs, needed services, and/or recreation? What about non-tribal members?
   - Is public transit a convenient service for tribal members?
   - Can young, elderly and disabled members get where they need to go?
   - How are you addressing these concerns?

3. **Consultation and Coordination**
   - How aware are you of major planned transportation improvements that may impact your tribe?
   - How could MTC, ABAG, Caltrans, and/or the CMAs improve consultation and coordination with you about major project proposals, construction or maintenance activities? (for example, the impacts of highway projects on cultural resources, such as the case in Washington State; SMART rail in Marin/Sonoma, pesticide spraying, shortage of tribal monitors for construction sites)

4. **Protecting and Managing the Environment**
   - Is the conservation of lands, waterways, and watersheds an important part of your planning and development programs?
   - How are the efforts integrated? If they aren't integrated, do you have an interest in integrating them? Do you see economic benefits from integrating them?
   - Is financing support for land and watershed conservation of interest to you?

5. **Compact Land Development**
   - Are you having discussions about compact development styles to conserve land and tribal resources? What are some of your key issues?
   - Is financing support for compact development styles of interest to you?

MTC/ABAG/CALTRANS GOVERNMENT CONSULTATION
June 5, 2007

Opportunities for Consultation

1. **Priority Topics**
   - What are your most pressing transportation and land use issues?

   - Would you like MTC, ABAG, Caltrans, and/or the CMAs to share with you additional informational materials to get you up to speed on the regional planning process and major projects?

2. **Ongoing RTP Consultation**
   - Would you like to consult with MTC throughout the development of the 2009 RTP and prior to major decisions being made?

   - Would you prefer one-to-one consultation?

   - Would you like MTC, ABAG, and/or the CMAs to come to a tribal council meeting or other forum?

- Would you like MTC to invite non-governmental community or service organizations, such as the Basketweavers Association and Sonoma County Indian Health Project, to future consultation meetings with tribal governments?

_____
_____
_____
_____
_____

3. Protocol

- Who should be the first point of contact (Chairperson, Tribal Administrator, Tribal Member, or Tribal staff)?

_____
_____
_____
_____
_____

- Is it acceptable if agency staff consult with your tribe (e.g., other than MTC Commissioners or executive staff)?

_____
_____
_____
_____
_____

Please return your responses to:

Lisa Klein
Metropolitan Transportation Commission
101 8th Street
Oakland, CA 94607
Ph: 510.817-5832
Fax: 510.817.5848
lklein@mtc.ca.gov

Thank you!

MTC's Public Participation Plan
Resource Agency/City & County Managers
Input on Draft Public Participation Plan

Consultation Workshop and Telephone Interviews

Consultation Workshop: June 14, 2007

Attendees: Brian Lee, Deputy Director of Public Works, County of San Mateo
Keith Cooke, Principal Engineer, City of San Leandro
Ashley Nguyen, MTC
Craig Goldblatt, MTC
Ross McKeown, MTC
Ursula Vogler, MTC

Comments on RTP process
Mr. Cooke: He made an initial comment that he was unclear as to MTC's process for submitting projects for the Regional Transportation Plan (RTP). Within the past few months, his city had worked on the projects that they were interested in submitting as requested by the Alameda CMA, but then they were told to hold off on the submissions. Ms. Nguyen explained MTC initially requested the CMAs to assist in updating current RTP projects and to submit new projects for consideration in the "Vision" element of the RTP. As this process unfolded, however, it became clearer that getting more general project concepts to help shape the vision and policy discussion of this plan was preferred over the submittal of specific projects. She clarified that we are going through a new exercise to shape our vision; specific project submittal will be requested later.

Mr. Lee: Countywide transportation plans include big-ticket items and are the place where all decisions and plans are laid out. He asked if the plans are adequate to feed into the RTP or are we looking for more? Ms. Nguyen explained that we are looking to countywide transportation plans to provide input into the RTP.

Mr. Cooke: He understood that submitted projects were supposed to be vision projects, using outside-the-box thinking with unconstrained budgets. CMAs were working with the cities on this; San Leandro was currently completing this, some of the projects touched on the goals discussed. Process seems to work. Ms. Nguyen mentioned that the request for projects was done too early in the process and that the timing issue has been remedied.

Mr. Lee: Call for projects process aimed at the counties is better because the submitted projects are important for the entire county, not just an individual city. Cities' projects need screening in order to ensure that the proposed projects are viable. Ms. Nguyen said that she agreed and that we needed to allow countywide plans to be created first, the new timing allows for that.

Mr. Lee: Decisions for Transportation 2030 were made in advance or early in the process and input on those decisions seemed to be too late to make a difference.
Staff response: Ms. Nguyen mentioned that this would not happen during the Transportation 2035 process. This process is not constrained by finances up front; MTC will discuss concepts first, finances later. She recommended attending the Partnership meetings to get all of the ongoing information.

Mr. Cooke: As long as you keep up with the schedule and make sure that you have your project in the RTP, your project is safe. The process works well. Mr. Goldblatt mentioned that anyone could look at our website to see the status of a project in the Transportation Improvement Program (TIP).

Mr. Lee: Noted that the TIP is more administrative and he understands that projects need to be in the RTP to be funded.

Comments on public participation process
Mr. Lee: In order to get input, you need to use multiple mediums. Also he mentioned that it could be tough to give valid input because topics are complicated and can be difficult to understand.

Mr. Cooke: MTC should attend existing meetings — attend city council meetings and get on the agenda. This tact could be very effective because you have the attention of the city council members, who understand the process, as well as the community members, who will be able to provide input. The meetings are also at a convenient time. He also mentioned that communications should be simplified to improve people's understanding.

Mr. Lee: City council meetings are better to attend than CMA meetings, because the CMA meetings are very focused and aren't as well advertised. City council meetings reach a much larger audience. He felt that CMA leaders would be able to structure better Q and A sessions, though, than city council members.

Telephone Interviews

To facilitate a discussion on how best to engage numerous local, state and federal agencies in its plans and programs, MTC mailed a letter to over 150 affected agencies requesting a response on how the agencies would like to consult on the Draft Public Participation Plan. The letter provided options for how the affected agency would like to interact with MTC on the plan, including an in-person meeting and a request for a phone call.

MTC staff made follow-up phone calls with those agencies that requested it. Overall, those contacted were satisfied with the current process. A few suggestions were given to improve an already smooth process:

- Have more meetings in or convenient to outlying counties/cities, including Sacramento
- Be sure to provide all information by email, including an email blast to city council members and contacts
- In addition to email, send important information in hard copy form
- Make sure MTC invites the appropriate agencies to the appropriate meetings
- Ensure a better understanding of criteria and weighting of criteria for funding programs by agency staff
- Simplify things as much as possible; eliminate or improve a difficult funding application process
- Be sure to include outreach to Native American groups
- Facilitate better in-person relationships with MTC staff
- Utilize existing meetings
- Ensure agency staff members are up to speed so that they can properly educate elected officials
- Be sure to highlight what is new about the regional plan to create relevance in people's minds