



SACRAMENTO AREA COUNCIL OF GOVERNMENTS

DRAFT
PUBLIC PARTICIPATION PLAN

For Public Involvement in
Regional Transportation Planning and Programming

DRAFT as of July 5, 2007

1415 L Street, Suite 300
Sacramento, California 95814

The Sacramento Area Council of Governments (SACOG) is an association of local governments formed by the Counties of El Dorado, Placer, Sacramento, Sutter, Yolo and Yuba, and the twenty-two cities listed below.

SACOG is governed by a Board of Directors composed of County Supervisors or City Councilpersons, appointed by the member jurisdictions. The Board is advised by several policy and technical committees. A full time staff is employed to implement Council policies and work programs as well as coordinate the efforts of consultants who are retained to augment the staffs' efforts.

SACOG serves as an advisory agency to local government on matters of inter-jurisdictional concern, and has developed a comprehensive planning program in the areas of transportation, housing, water quality, land use and air quality.

MEMBER COUNTIES

El Dorado	Placer	Sacramento
Sutter	Yolo	Yuba

MEMBER CITIES

Auburn	Citrus Heights	Colfax
Davis	Elk Grove	Folsom
Galt	Isleton	Lincoln
Live Oak	Loomis	Marysville
Placerville	Rancho Cordova	Rocklin
Roseville	Sacramento	West Sacramento
Wheatland	Winters	Woodland
Yuba City		

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INTRODUCTION

The Sacramento Area Council of Governments (SACOG) is committed to effectively involving the public in its transportation planning and programming activities. Several federal laws and regulations guide the public participation efforts of SACOG and ensure that input into SACOG's various planning and programming activities is received. They include the following:

- **Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)**

Section 6001 of SAFETEA-LU states that the Metropolitan Planning Organization (MPO) shall develop and use a documented participation plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process (Title 23 of the Code of Federal Regulations (CFR) Section 450.316 (a)). [23 CFR §450.316 (a)]

SAFETEA-LU also requires that a minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. (§450.316 (a)(3)).

- **Title VI of the Civil Rights Act of 1964**

Title VI states that “No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” Title VI serves as the legal foundation for what is today referred to as environmental justice.

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

Executive Order 12898, “Federal Actions to Address Environmental Justice in Minority Populations and Low Income Populations,” was signed by President Clinton on February 11, 1994. This order requires that disproportionately high and adverse human health or environmental effects on minority and low-income populations be identified and addressed in order to achieve environmental justice. Minority populations are defined in the order as Black/African-American, Hispanic, Asian/Pacific Islander, American Indian and Alaskan Native. Low-income populations are defined in the order as persons whose household income (or in the case of a community or group, whose median household income) is at or below the U.S. Department of Health and Human Services poverty guidelines, with those at 80 percent of median income classified as low income and those at 50 percent of median income classified as very-low income.

- **Executive Order 13175 - Consultation and Coordination With Indian Tribal Governments**

Establishes regular and meaningful consultation and collaboration with tribal officials in the development of federal policies that have tribal implications, to strengthen the United States government-to-government relationships with Indian tribes, and to reduce the imposition of unfunded mandates upon Indian tribes.

- **Air Quality Implementation Plan – Procedures for interagency consultation, resolution of conflicts, and public consultation (40 CFR §93.105)**

Requires well-defined consultation procedures in the state implementation plan whereby representatives of the MPOs, state and local air quality planning agencies, state and local transportation agencies, and other organizations with responsibilities for developing, submitting, or implementing provisions of an implementation plan required by the Clean Air Act must consult with each other and with local or regional offices of the United States Environmental Protection Agency (EPA), Federal Highway Administration (FHWA), and Federal Transit Administration (FTA) on the development of the implementation plan, the transportation plan, the transportation improvement program (TIP), and associated conformity determinations.

- **Air Quality Implementation Plan – Determining conformity of federal actions to state or federal air quality implementation plans; specifically, exempt projects (40 CFR §93.126 and §93.217).**

Defines highway and transit projects that are exempt from the requirement to determine air quality conformity, and which may proceed toward implementation even in the absence of a conforming transportation plan and TIP. These projects would be subject to the conformity requirement if SACOG, in consultation with other agencies who are consulted in the development of the state implementation plan, the EPA, and the FHWA (in the case of a highway project) or the FTA (in the case of a transit project) concur that it has potentially adverse emissions impacts for any reason.

SACOG's key planning and programming activities are the Metropolitan Transportation Plan (MTP) and the Metropolitan Transportation Improvement Program (MTIP). SACOG is the MPO responsible for developing the state and federally required MTP every four years in coordination with the 22 cities and six counties in the greater Sacramento region. Under memoranda of understanding, long-range transportation plans in El Dorado and Placer Counties are also incorporated into the MTP. The MTP is a 20+/-year plan for transportation improvements in the six-county region based on projections for growth in population, housing and jobs.

Federal law requires the MTP to conform to air quality goals for the region, satisfy financial constraints such that all proposed projects can be reasonably funded, and undergo extensive public review. State law further requires the MTP process include environmental analysis and review in accordance with the California Environmental Quality Act (CEQA).

The MTIP is a federally required programming document. The program includes a listing of all transportation-related projects requiring federal funding or other approval by the federal transportation agencies. The MTIP also lists non-federal, regionally significant projects for information and air quality modeling purposes.

PURPOSE OF THE PUBLIC PARTICIPATION PLAN

SACOG has developed this Public Participation Plan (PPP) as a guide to meeting the requirements for public involvement outlined above. The PPP is intended to provide direction for public involvement activities to be conducted by SACOG and contains the procedures, strategies and techniques used by SACOG for public involvement. In its public participation process, SACOG will:

- Provide adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan (MTP) and the metropolitan transportation improvement program (MTIP);
- Provide timely notice and reasonable access to information about transportation issues and processes;
- Employ visualization techniques to describe the MTP and MTIP;
- Make public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;
- Hold any public meetings at convenient and accessible locations and times;
- Demonstrate explicit consideration and response to public input received during the development of the MTP and the MTIP;
- Seek out and consider the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;
- Provide an additional opportunity for public comment, if the final MTP or MTIP differs significantly from the version that was made available for public comment by the SACOG and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts;
- Coordinate with the statewide transportation planning public involvement and consultation processes; and
- Periodically review the effectiveness of the procedures and strategies contained in this PPP to ensure a full and open participation process.

This plan has three purposes:

- 1. To inform the public about regional transportation issues;**
- 2. To establish the process by which the public can express itself;**
- 3. To ensure SACOG's transportation related programs are genuinely reflective of the region's values as determined through public input.**

This draft PPP was developed in consultation with the input and assistance of residents of the Sacramento region as well as professional planning and outreach staff. Several community-based organizations and community leaders representing a broad spectrum of the traditionally underserved and underrepresented in the Sacramento region also participated. Presentations were made to public works staff, transit and transportation planners and other public agency staff. The plan also received input from affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation,

representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties.

In addition to recommendations received from various organizations and individuals, SACOG held a publicly noticed hearing and made the draft PPP available for public comment during a 45-day period from May 18, 2007 to July 1, 2007. Notice of the public comment period was sent to appropriate stakeholder organizations, agencies and interested parties, to those persons and organizations who regularly receive monthly agendas, included in the SACOG *Regional Report*, and also posted on the SACOG website where the draft plan was available for viewing. The plan was made available in alternative formats and languages upon request.

This draft PPP is designed to assist SACOG staff in implementing an effective public participation process through a variety of strategies. The draft PPP provides staff with a menu of techniques or activities from which they can tailor their specific program's input process. The methods to be utilized will require a careful analysis of what staff wishes to accomplish as well as the scope of the project.

SACOG's many programs require varying levels of participation from transportation services partners, advocacy interest groups, and members of the general public. Long-term planning processes require different approaches than short-term project development. One size does not fit all. Therefore, SACOG staff will utilize a diverse mix of techniques and activities to ensure full public participation from a wide spectrum of people.

This draft PPP is organized in three sections:

Section One is an overview of activities that can be utilized to generate public involvement in SACOG programs. The activities covered include required activities for all SACOG programs and a menu of optional activities that can be used to customize a public participation effort. Efforts aimed at reaching traditionally underrepresented communities are integrated throughout all activities.

Section Two provides the framework for staff to develop a project-specific Public Participation Plan and evaluate its effectiveness.

Section Three provides staff guidance on working with and encouraging input from Native American Indian Tribal Governments.

SECTION ONE — PUBLIC PARTICIPATION ACTIVITIES

The following activities are used by SACOG staff to meet the federal regulations for a proactive public involvement process. SACOG seeks public involvement throughout transportation decision-making, from the earliest planning stages, including the identification of the purpose and need, through the development of the range of potential solutions, up to and including the decision to implement specific solutions.

Ensuring a robust public involvement process that includes a diversity of perspectives will help SACOG build a stronger regional understanding of transportation needs to be utilized in the development of the MTP, the MTIP, and other plans and projects. Active public involvement provides substantial added value to SACOG in the following ways:

- Increases public understanding of a highly complex policy area and facilitates communication among stakeholders and affected public on transportation planning issues and projects;
- Encourages proactive involvement by the community throughout the life of the program or project and builds greater knowledge of the transportation planning process while gathering valuable public input;
- Allows SACOG to gauge the level of policy, program and project understanding in the community;
- Establishes good relationships with underserved groups who may not feel their interest and concerns are considered in the transportation planning process;
- Breaks down historical barriers between jurisdictions, neighborhoods, and individuals by ensuring a diverse and representative group are informing decisions about the region's future;
- Increases chances of reaching consensus through education, public dialogue with diverse views, and informed planning processes; and
- Diffuses potentially controversial issues by giving all sides accurate information and a central forum to both express their views and hear those of others.

Activities A.1 through A.12 are required activities while activities B.1 through B.9 are additional activities that staff can choose from at their discretion based on their specific programs. In addition, the activities are number-coded to correspond throughout the remainder of the plan where they are further defined in detail by specific program in Appendix A.

The following is a list of required activities for public participation. Appendix A shows a matrix that provides an overview of how specific SACOG programs, such as long-range transportation plans, transportation programming and air-quality conformity analysis, are currently implementing the required and optional participation activities described below.

REQUIRED ACTIVITIES FOR PUBLIC PARTICIPATION INPUT

A.1 Define Purpose and Objectives for Public Involvement

Before initiating a public dialogue on transportation plans, programs, and projects, program managers will clearly define purpose, objectives, and targeted populations for public involvement based on the affected area's demographics.

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A.2 Consultation and Coordination with Other Agencies

SACOG's public involvement processes are coordinated with statewide and or local public involvement processes to enhance public coordination of the issues, plans and programs.

In developing the MTP and MTIP, SACOG will consult with agencies and officials responsible for other planning activities within the region that are affected by transportation (including state and local planned growth, economic development, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, the MTP and MTIP will be developed with due consideration of other related planning activities within the metropolitan area.

For transportation air quality conformity, SACOG's interagency consultation procedure, as required by 40 CFR §93.105, will be utilized to ensure that appropriate consultation with federal, state, and local agencies, resolution of conflicts, and public consultation take place. SACOG will provide reasonable opportunity for consultation with state air agencies, local air quality and transportation agencies, the United States Department of Transportation, and the EPA. In making its conformity determinations on transportation plans, programs, and projects, SACOG will establish a proactive public involvement process which provides opportunity for public review and comment by, at a minimum, providing reasonable public access to technical and policy information considered by the agency at the beginning of the public comment period and prior to taking formal action on a conformity determination for the MTP and MTIP, consistent with these requirements and those of 23 Code of Federal Regulations (CFR) §450.316(a). Any charges imposed for public inspection and copying will be consistent with state and federal guidelines for public records requests. In addition, SACOG will specifically address in writing all public comments received.

Section 6001 of SAFETEA-LU requires MPOs to provide interested parties with reasonable opportunities to comment on the long range transportation plan and the transportation improvement program. Specifically MPOs are to consult with:

- Official responsible for other types of planning activities that are affected by transportation in the area.
- Federal, State, and tribal wildlife, land management, and regulatory agencies for potential environmental mitigation activities and areas to carry out these activities, and
- State, and local agencies responsible for land use management, natural resources, environmental protection, conservation and historic preservation concerning the development of a long-range transportation plan to compare the transportation plan with conservation plans or maps and to inventories of natural or historic resources.

Applicants in the Sacramento region with programs/projects for inter-governmental review are required to submit documentation to SACOG, which acts as the Areawide Clearinghouse, as well as the State Clearinghouse. This is to ensure federally funded or assisted projects do not inadvertently interfere with state and local plans and priorities. Clearinghouses coordinate state and local review of federal financial assistance applications, federally required state plans, direct federal development activities and federal environmental documents. Clearinghouses do not substitute for consultation, but rather function as an additional method for ensuring federal agency attention to state and local concerns.

The state and areawide clearinghouses help ensure that state and local agency comments are included along with any applications submitted by an applicant to the federal agencies. 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.

A.3 Identify Stakeholders and Target Audience

SACOG strongly encourages public involvement from individuals and groups of individuals who reside in, have interest in, or do business in a given area that may be affected by transportation decisions. They are the following:

- Private and public providers of transportation services, including, but not limited to, the trucking and rail freight industries, rail passenger industry, transit operators, taxi cab operators, ports and airports.
- Specialized transportation service operators, including school buses and social service agencies providing transportation for seniors, and persons with disabilities.
- Those persons who utilize non-motorized modes of transportation such as bicyclists and pedestrians.
- Those persons traditionally underserved by existing transportation systems, such as low income, minority households, who may face challenges accessing employment and other services. Although these groups may be difficult to reach due to possible communication barriers, they should be explicitly encouraged to participate in the public involvement process.

SACOG will incorporate traditional and grassroots methods for public outreach in an effort to ensure public input and involvement is comprehensive and reflective of the region's demographics. SACOG staff will work in conjunction with member jurisdictions in the SACOG region to coordinate communications and public involvement efforts with community based organizations and individuals, including list sharing and developing public outreach efforts and documents together. SACOG staff is responsible for developing and maintaining a mailing list with names of affected individuals and targeted audiences. The mailing list can be sorted by specific categories according to SACOG sub regions.

A.4 Public Hearings

A public hearing is a formal way to gather citizen comments and positions for public record and input into the decision making process. It is a good opportunity for decision leaders to hear directly from the public. It is held prior to a decision point. Elements included in a public hearing process are:

1. Public notices: Public notices are used to inform the general public and media of public hearings. SACOG will publish a public hearing notice in a general circulation newspaper and at least two ethnic or non-English newspapers citing the time, date, and place of the hearing as well as the topics which will be discussed. Public notices will also be sent out to affected individuals and interested parties whose names are in the agency's mailing list, as well as public libraries. SACOG's goal for mailing public hearing notices will be at least fifteen days in advance of the meeting, unless otherwise required by statute. SACOG recognizes that the public notice period is effectively shortened for those who request formatted or translated materials. SACOG's goal for completion of formatted or translated materials is five days from the time the request is received.

Regarding information about the monthly Board meeting, it is SACOG's goal to mail all Board meeting agenda packets to SACOG Directors and their administrative staff seven calendar days prior to the next regular meeting. SACOG will mail an agenda with supporting staff reports to all advisory committee members. Agendas will be sent to other public agencies, community gathering places, and to individual members of the public upon request. Agendas will also be posted in the SACOG building as well as on the SACOG website. The Brown Act requires that agendas contain a brief description of each item to be discussed or considered in open or closed session.

2. Public Comment Period: SACOG will accept prepared comments from the public during the period between the notice and hearing dates. Comments received in languages other than English will be translated if possible. All comments will be considered part of the public record. Also during this period, SACOG will accept questions and provide clarification on issues raised by the public.

Several federally-required public comment periods exist for the adoption or revision of the public involvement plan, the TIP, as well as other key decision points. These include the following:

- Adopting or Revising SACOG's Public Participation Plan – 45 days per 23 CFR §450.316 (a)(3).
- Approval of plans and TIPs, and major amendments – 30 days per 23 CFR 450.316 (b) (1) (iv).

The MTP receives broad public and agency involvement – described elsewhere – and all projects get into the MTIP by way of first getting into the MTP, and getting review at the MTP stage. MTP process includes consultation with federal, state and local agencies, particularly those dealing with transportation, resources and environmental, and land use. Tribal governments and some private organizations are also consulted. The state CEQA notice of preparation serves as broad public and agency notification of plan preparation.

SACOG takes four kinds of actions for its MTIP:

1. full update, every two years
2. formal amendments, with air quality conformity analysis, to add or delete projects, change project scope, schedule, or cost in a significant way
3. administrative amendments, needing no air quality conformity analysis, to make minor changes in scope, schedule, cost, type of funding, agency
4. technical amendments, to correct errors in data or update non-federal projects of less than regional significance or project information beyond the four-year horizon

MTIP update starts with notification of all involved agencies, asking for updated project information and status on all existing MTIP projects and new ones that may be coming in. Once the updated information is compiled, the MTIP is circulated for review by the Regional Planning Partnership, public agency verification, public comment, and a public hearing by SACOG Board, and posted on SACOG's website; SACOG emphasizes public agency consultation and verification at the MTIP update, since the MTIP requires accurate and up to date information, and past experience yields few public comments. The air quality conformity finding is also reviewed along with the update, and in particular is reviewed with the Partnership.

MTIP formal amendments are handled essentially the same way as MTIP updates, including public notice by way of SACOG's agenda and a public hearing by the Board, except the number of projects is limited to those with changes. All local agencies are consulted, but review and verification contact is then focused on those with projects in the amendment. MTIP administrative amendments are handled by direct consultation with agencies that have project changes, in some cases with broader notice to other public agencies. Administrative amendments are noticed through SACOG's Board agendas and posting of notice on SACOG's website. The noticing period is 28 days. Technical amendments are handled by staff to staff consultation between SACOG and Caltrans, with no public agency consultation except at staff discretion to verify information and no public notice or review.

3. Public Hearings: Public hearings will occur during the Board meeting and will be held in accessible buildings as close as possible to public transportation. In addition, the time of the hearing can be critical in determining the success of the public input process. SACOG will hold at least one evening public hearing on the MTP in order to give the public more opportunity to provide their input.
4. Changes in Final Plans: If any of SACOG's final MTPs or MTIPs differ significantly from the draft which was made available for public comment and raises new issues which interested parties could not reasonably have foreseen from the public involvement efforts, an additional opportunity for public comment on the revised MTP or MTIP will be made available within schedule constraints. Minor changes in plans and TIPs generally can be made after SACOG has completed its public comment process without further opportunities for public involvement. SACOG has defined what is considered a minor change during the development of the public involvement process, for example: minor changes in project scope or costs, and moving minor or non-controversial projects among the first four years of the MTIP.

A.5 Advisory Committees

The SACOG Board has established a number of advisory committees as a means of obtaining advice from citizens and key interests in the community on a variety of subjects. Through its standing and ad hoc committees, SACOG encourages the participation of all interest groups and citizens in the region as well as representatives from member jurisdictions, local agencies, and the private sector. Advisory Committee members are selected by the SACOG Board, with staff providing recommendations. Staff uses SACOG's public outreach processes to identify interested parties, and specifically with an interest in creating and maintaining diversity on those committees. SACOG staff presents plans, reports, and proposed programs to representative groups of the community for input and feedback early in the planning process. These committees are augmented, restructured, added to, or discharged from time to time based upon the issues and concerns faced by the Board.

Upon passage of the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA), SACOG expanded existing committees and developed new ones to address the new planning requirements. These regulations require that the process provide for the involvement of various transportation agencies, including operators of airports. In addition, the joint planning regulations encourage new modal representatives to boards and committees. Private sector and community group representatives have been appointed to key long-range development committees and in some cases transit, railroad, and trucking representatives have been added to technical committees to lend their expertise. SACOG also created two new committees, the Goods Movement Advisory Group and the Bikeway and Pedestrian Committee. The Goods Movement Advisory Group provides input from the private sector during plan development.

The new federal transportation act, SAFETEA-LU, provides that citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties be provided with reasonable opportunities to be involved in the metropolitan transportation planning process, specifically with regard to the MTP and MTIP. Many of SACOG's advisory committees include representatives of these groups.

In regards to public participation, staff will provide appropriate standing and ad hoc advisory committees with their public participation plans for review and comment. Advisory committee members can offer staff invaluable information, strategies, and community contacts to increase participation in SACOG programs. SACOG staff will meet with the technical advisory committee that assisted with the development of the public participation plan on an as needed bases to address the plans effectiveness and periodic need for update.

All SACOG advisory committees meetings are open to the public. Membership lists, committee terms, vacancies, and meeting times and locations will be made available on the SACOG website. Similarly, each advisory committee will have a designated SACOG staff person who will be identified on the website and in committee materials. The Brown Act requires at least 72 hours public notice citing the time, date, and location before regular meetings. SACOG policy for posting notices for advisory committee meetings will be at least three days in advance of the meeting. The current committee list along with the name of the SACOG staff person assigned to each committee is listed in Appendix B. Staff can be contacted by calling (916) 321-9000.

A.6 Visualization Techniques and Public Access to Information

SACOG seeks to provide public access to printed, graphic, mapped information and a narrative summary in a format conducive for translation for either the non-English speaking or blind and visually impaired whenever possible in a simple and concise format.

SACOG's website (www.sacog.org) has components that include information about SACOG, transportation planning activities, and a calendar of meetings and events. Accessing the SACOG website will give the public an opportunity to review current transportation planning activities, and to comment on those of interest. The website also provides information on accessing reports and other materials in alternative formats. The same information can be requested by calling (916) 321-9000.

The public should also have reasonable access to technical assumptions and specifications used in planning and emissions models. This includes access to input assumptions such as population projections, land use projections, fares, tolls, levels of service, the structure and specifications of travel demand and other evaluation tools. SACOG's Regional Data Center provides public access to SACOG publications, maps and digital data. Current and projected population, housing and employment data are available in a number of different digital and printed formats. Much of this data is available free of charge on SACOG's website. Jurisdictional level "Data Summaries" are provided free of charge and larger printed reports are available at reasonable cost or may be used at the SACOG offices at no charge. Major reports are also available at local libraries. Requests for raw data, special aggregations, non-standard formatting and custom geographic information system (GIS) based maps are charged on a "time and materials" basis.

A.7 Distribution of Final Documents

Final documents are distributed to affected agencies and those individuals that provided significant comments during the public input process. In addition, members of the public wishing a copy of final documents may contact SACOG directly. (Some documents may require a minimal fee to cover reproduction). The Brown Act requires that written materials provided to the SACOG Board be made available to the public upon request. Final documents are available from the SACOG library, public libraries, and can be accessed through SACOG's website.

A.8 Response to Public Input

Public input, whether provided by direct call, e-mail, letter, or public testimony, is documented by SACOG staff. Inquiries are responded to within 14 days with available information. General input is documented and provided to Board members for consideration in the decision-making process. For all parties providing public input and requesting additional information, periodic updates on process, programs and/or projects will be provided directly in writing, either by e-mail, direct correspondence, or newsletter update, as appropriate. Timely response to public input encourages continued participation and helps SACOG communicate that public input is truly valued.

When significant written and oral comments are received on the draft MTP and MTIP (including the financial plans) as a result of the participation process or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93), SACOG will prepare a summary, analysis, and report on the disposition of comments as part of the final MTP and MTIP.

Program managers maintain records of public involvement activities, input, comments, and concerns as well as document requests for information and responses to input received during the public involvement process. In many cases, members of the public provide their mailing address along with their comments. SACOG utilizes a two-tiered public response system:

1. **Direct Response** – When the public input level permits, SACOG staff will send each individual or organization that provides significant comments a letter explaining how their comments were considered and shared with project staff and decision makers.
2. **Consolidated Response** – When individual contacts are not feasible due to the large volume of input received, staff will consolidate comments into general categories and document key themes identified in the public involvement process. This consolidated response will be available through regularly published newsletters, SACOG’s website, in reports and publications describing how projects are progressing, and made available to members of policy committees and the SACOG Board through staff reports and analysis.

A.9 Review of Public Involvement Process

Public involvement processes will be periodically reviewed by SACOG in terms of their effectiveness in assuring that the process provides full and open access to all. These procedures will be reviewed by the FHWA and FTA during certification reviews to assure that full and open access is provided to MPO decision making processes. Including an evaluation component in a public participation plan is important to allow SACOG staff to make necessary adjustment as the process progresses and to improve subsequent efforts. The goal of an effective public involvement process is a well-informed public that is given opportunities to contribute input into transportation decision-making. Specific indicators that the public involvement process is effective include: public meetings that are well attended, frequent news coverage on transportation issues, public forums where a broad representation of diverse interests is in attendance, and plans, TIPs and project designs which reflect an understanding and consideration of public input.

A.10 The Brown Act

The Ralph M. Brown Act (California Government Code Section 54950 - 54962) governs the meeting and actions of governing boards of local public agencies and their created bodies. Requirements of the Brown Act also apply to any committee or other subsidiary body of a local agency, whether permanent or temporary, decision making or advisory, which is created by such a governing board. The Brown Act sets minimum standards for open meetings relative to access to public, reasonable regulations ensuring the public's right to address the agency, including regulations to limit the amount of time allocated for public testimony. Specific requirements of the Brown Act are also stated in the description of activities A.4 and A.5. SACOG has developed standard formats for agendas and public notices that are available on the interoffice computer system.

The Brown Act requires SACOG Board to conduct their business in meetings open to the public, but the law also allows boards to meet in private to discuss such issues as personnel, litigation, and labor negotiations.

A.11 Americans with Disabilities Act

The Americans with Disabilities Act of 1990 (ADA) stipulates involving the community, particularly those with disabilities, in the development and improvement of services. SACOG fully complies with ADA through its ADA plan and policies. Measures such as wheelchair accessibility, elevators

with floor numbers posted in Braille, communications devices for hearing-impaired persons such as the California Relay System, and sign language interpreters are made available for meetings upon request. A telecommunications device for the deaf (TDD) is available to communicate with people who are deaf or have communications impairment over the telephone. SACOG's building was constructed in 2003 to comply with ADA accessibility standards.

An ADA Compliance Committee meets on call to review unresolved ADA-related complaints, requests or suggestions from disabled persons regarding access to and participation in public facilities, services, activities and functions of SACOG. The five member committee is composed of an elected official, and representatives from the following sectors: disabled, business, nonprofit, education, and health/medical. SACOG also maintains an extensive mailing list for groups and individuals from the disabled community who may not have been involved in the planning process in the past due to a lack of physical accessibility or a lack of information about the process.

A.12 Native American Indian Tribal Governments

SACOG recognizes that Native American Indian tribal governments in the Sacramento region are sovereign governments and as such shall be communicated on a government-to-government basis. Section Three of the Plan provides strategies for informing tribal governments of SACOG activities and encouraging tribal input.

A.13 Executive Order 12898 – Environmental Justice

SACOG is committed to effectively performing Environmental Justice analysis and consideration as required for all programs receiving federal or state funding. SACOG seeks to engage minority, low-income, various age groups, persons with disabilities, and non-English speaking communities in transportation planning, technical studies, and to ensure Environmental Justice issues and analysis are specifically documented in the MTP and other projects.

Specific efforts to engage or include public input from the federally identified Environmental Justice communities should include targeted outreach and or public attitude research to African American, Asian, Hispanic and Alaskan Native/Native American residents of the SACOG region. These populations are identified by Census data unique to Sacramento, El Dorado, Placer, Yolo, Sutter and Yuba counties. Target populations within each county should be updated as new Census data becomes available.

SACOG staff will work with community stakeholders early in the process to identify a comprehensive list of interested parties and continue to assess public input from Environmental Justice communities and specific interest groups. SACOG may need to broaden outreach efforts throughout the public participation process.

OPTIONAL ACTIVITIES FOR PUBLIC PARTICIPATION INPUT

B.1 Public Meetings, Workshops and Open Houses

Public meetings provide citizens with a forum to bring their opinions and ideas into the planning process and exchange information with a wide representation of residents of the SACOG region. These meetings are typically held throughout the planning process and can be tailored to specific issues or community groups. They can be scheduled at specific milestones or phases within a participatory process.

Well-designed public meetings facilitate citizen participation. Public meetings and workshops may take place at regularly scheduled SACOG meetings. More informal community meetings may take place in the evening or on weekends in locations more convenient for the affected community. It is SACOG's goal to post all public notices describing the purpose and citing the time, date, location, and purpose of the meeting fifteen (15) days prior to the meeting unless otherwise required by statute. SACOG will attempt to provide more than fifteen (15) days notice where a particular community may require more time for translation services. The notices will be published in general circulation and ethnic newspapers, posted in locations such as public libraries, community centers, or on the SACOG website.

Pre-meeting materials will be prepared, including meeting announcements and agendas, displays, and any mailings or publicity that may be necessary. SACOG will seek to provide materials in advance of meetings both online or by phone requests, and in appropriate formats for easy translation for the visually impaired or non-English speaking. SACOG will also provide meeting summaries in the form of written minutes, describing areas of agreement and disagreement on its website and in hardcopy upon request. All points will be clearly and fairly stated. Meeting summaries will be provided in alternate languages upon request.

B.2 Interactive Citizen Planner Workshops

SACOG uses a unique style of meetings to involve residents and community members in the transportation planning process. Participants are recruited using community-based organizations, nonprofits and outreach to the general public. The participants should represent all interest and transportation modes and have a balance of views and opinions. The interactive workshops use visualization techniques to equip participants with technical information—including statistical data—to enable the general public to give informed input to SACOG staff and decision makers. Whenever possible, workshop materials will be made available in advance upon request.

Citizen planner workshops are also different than typical workshops in their structure: participants identify an interest (e.g., environmental, education) and are seated with participants with different interests. Participants are seated at round tables in groups of eight with a trained discussion leader/facilitator. Staff give all participants an overview of the planning issue, and then workshop participants at tables work towards consensus on recommendations, using a variety of feedback instruments (e.g., surveys, maps, real-time polling). Workshops are designed to provide public education as introduction to interactive exercises. Staff and trained facilitators are made available to assist participants.

Citizen planner workshops are designed to address policy questions before decision makers, and require significant preparation, including training discussion leaders, producing support materials and selecting appropriate technology. In many ways, these workshops provide qualitative input similar to that gathered from focus groups.

B.3 Special Advisory Committees

Through its ad hoc committees, SACOG encourages the participation of all interest groups and citizens in the region as well as representatives from member jurisdictions, local agencies, and the private sector. SACOG staff presents plans, reports, and proposed programs to representative groups of the community for input and feedback early in the planning process. These committees are augmented, restructured, added to, or discharged from time to time based upon the issues and concerns faced by the Board. All SACOG advisory committees are open to the public and must meet the requirements of the Brown Act. The current special committees are included in Appendix B.

Staff is encouraged to utilize ad hoc advisory committees to provide for outreach to underserved communities such as the disabled, elderly, and minority groups. An advisory committee composed of leaders of advocacy or service groups can lend valuable insight into communicating with and encouraging the participation of their respective communities.

B.4 Focus Groups

A focus group is a small group discussion with professional leadership. It is a meeting of carefully selected groups of individuals convened to discuss and give opinions on a single topic. Geographically-based opinions and issues are more readily defined and discerned when focus groups are comprised of residents of specific areas within the SACOG region. Focus groups can also consist of underrepresented groups such as seniors, persons with disabilities, and minorities in order to discern opinions or needs of these groups. Focus groups are used for research purposes when qualitative and open-ended input is desired.

B.5 Media Strategies

Effective media strategies help to generate interest in a project or program. Working with the media, SACOG takes an active role in disseminating information to the public and allowing the agency to explain issues facing communities. Developing a media strategy helps deliver a uniform message and avoids inaccurate information that can become a barrier to understanding or implementation. More people are likely to participate in the planning process when they have access to accurate and substantive information.

Staff will develop and maintain an extensive media list of all major television stations, radio stations, and newspapers in the SACOG region, including ethnic non-English newspapers. The media list includes editorial, calendar section and newsroom contacts. E-mail addresses are the most effective way to disseminate information quickly. When appropriate, SACOG will contact media directly to provide information or alert the media to regional issues or significant end products.

SACOG will prepare press releases to newspapers and broadcast media of newsworthy events that affect the region, including major actions, notifications of workshops, completion of major projects and actions taken by state and federal agency decision-making bodies.

B.6 Newsletters

SACOG prepares various newsletters for wide distribution to all local government elected officials, planning commissioners, applicable member agency staff, media contacts, chambers of commerce, and interested organizations and individuals.

SACOG's *Regional Report* is published approximately every six weeks and provides information on SACOG work activities and items of regional interest. Regular topics include: implementation of SACOG's Blueprint, local government features, project delivery, transportation demand management, Census and other statistical information, transportation, air quality, land use and flood management.

SACOG's *Annual Report* summarizes SACOG accomplishments during its previous work program year. The report is prepared and distributed in the first quarter of each year for the prior year.

B.7 Information via Internet

SACOG's website www.sacog.org is an effective way to distribute a wide variety of general information to the public and receive public comment. Available information includes planning reports, Census data summaries, current and projected population data, meeting agendas, and a calendar of upcoming SACOG events. Wherever possible SACOG will ensure its website information is accessible to the disabled community. SACOG recognizes that internet access is either not available or not utilized by everyone in the community; therefore, SACOG views the use of the Internet as one of many avenues it will pursue to distribute information and receive comments from the public. SACOG will make comparable information available upon request and work with member jurisdictions to offer access to print information at local city halls and county administration offices.

Major projects or programs may consider a special website as a public participation tool. The Metropolitan Transportation Plan (www.sacog.org/mtp2035) and the Blueprint (www.sacregionblueprint.org) are effective examples.

B.8 Speakers' Bureau

SACOG has established a speakers' bureau for any club, organization, or group who is interested in learning about SACOG's activities in the region. SACOG staff is knowledgeable in a number of areas including regional transportation and transit planning, air quality planning, general land use planning, airport land use planning, computer modeling and demography. While not all community organizations and clubs may take advantage of the Speaker's Bureau, efforts should be made to ensure these groups are aware of its existence and availability.

B.9 Public Attitude Surveys

Public attitude surveys reward and highlight the value of open-ended input. They also serve a dual purpose of attracting additional participation and widespread public opinion. Survey results reflect public reactions to agency actions and gather useful information for use in the planning process. They can accurately report on what people know or want to know. Surveys can test the agency's perception of what people think and reinforce decisions that have been made through participatory programs.

B.10 Miscellaneous Activities

There are numerous other mediums for reaching the public. The use of teleconferences can assist in coordination and collaboration with public agencies and community groups within the six county region where geographic distance limits their ability to participate in person. The use of web streaming of meetings or video presentations can help make an otherwise technical issue more understandable to the general public. In many communities, churches and other religious meeting places serve as gathering places where community issues are discussed. Providing information and establishing contacts with religious organizations provides a central location of potentially interested citizens. The SACOG region has dozens of community-based organizations ranging from social service providers to civic clubs. Providing these organizations with meeting notices or offering speakers to discuss transportation issues can help generate interest and understanding of SACOG activities.

SECTION TWO — PUBLIC PARTICIPATION PLAN DEVELOPMENT

A public involvement plan should be developed for each individual planning project based on the following guidelines:

1. A plan should be developed at the beginning of each planning project.
2. A plan should be based on clear goals and an understanding of the target audience.
3. All required public participation strategies (A.1 through A.12) should be utilized unless regulations have changed.
4. Identify all mailing lists used and how new mailing lists, if any, were created.
5. At least two optional activities should be incorporated in the plan. These should be selected with the input of appropriate advisory committees and based on the type of project, level of anticipated community interest, and type of input needed.
6. A timeline for public participation activities should be laid out in relation to the project's milestones.
7. The Public Participation Plan should be reviewed and approved by the Communications Manager and other Directors and managers, as needed.

PART I — OUTLINE OF PUBLIC PARTICIPATION PLAN

Based on the required and optional activities outlined in Section One, below is a recommended outline of a Public Participation Plan which should assist staff in developing a well thought out and effective plan.

REQUIRED ACTIVITIES

A.1 Define Purpose and Objectives for Public Involvement

- a. Before initiating public dialogue, managers will clearly define purpose and objectives

A.2 Consultation and Coordination with Other Agencies

- a. Determine appropriate agencies (e.g., EPA, FTA, FHWA, Native American Indian tribal governments, California Air Resources Board (CARB), California Department of Transportation (Caltrans), California Department of Rehabilitation, congestion management agencies, air districts, transit operators, regional transportation planning agencies (RTPAs), environmental resource agencies, local planning/public works departments)
- b. Explain how the plan will be coordinated with other plans (e.g., statewide plan)

A.3 Identify Stakeholders and Target Audience

- a. Identify target audience (e.g., general public)
- b. Determine strategies to reach traditionally underserved citizens.
- c. Identify stakeholder groups (e.g., local agencies & jurisdictions, neighboring regional planning agencies, public agency planning partners, transportation and air quality planning implementation agencies, environmental and bicycle advocacy groups, disabled, senior, and minority advocacy and service groups)
- d. Identify mailing list/identify sources (e.g., business directories, phone directories, minority listings including Native American nations, business development agencies, Chamber of Commerce directories including ethnic and small business Chambers, county assessor's records, professional and business organization mailing lists, etc.)
- e. Update mailing list

A.4 Public Hearings

Before adopting final plans, decide:

- a. Notification
 - 1) Who will be notified of hearings?
 - 2) Which newspaper(s) will be used?
 - 3) Who will receive staff reports/how will public have access to staff reports?

- 4) What other notification techniques will be used other than newspaper (e.g., SACOG Internet Home Page electronic bulletin board, posting, mail, direct contact with advocacy/community groups, fax)?
 - 5) How long before hearing date will notices need to be posted?
- b. Public comment period
- 1) How long the comment period will be?
- c. Public hearings
- 1) Date, location (check SACOG meeting location) and schedule / alternate location and time for more convenient access?
 - 2) Purpose of each identified hearing?
 - 3) What materials will be made available during the hearings?
 - 4) In what languages or formats will materials be made available?

A.5 Advisory Committees:

- a. What SACOG committees will be used to present staff analysis and products (e.g., Regional Planning Partnership (RPP), Transit Coordinating Committee (TCC), policy and technical advisory committees, Bicycle and Pedestrian Committee)?
- b. If an ad hoc committee is created, how will members be selected?
- c. What types of input are being sought (e.g., general comments, approval/disapproval, etc.)?

A.6 Visualization techniques and Public Access to Information:

Decide:

- a. What information will be made available (e.g., draft plans; writing on estimates of funds available, project selection process, and analytical methodology; transportation and air quality model, technical supporting documents)?
- b. How information will be available (e.g., libraries, Internet, mailing, at workshops and hearings, press releases, schools, SACOG office)?
- c. What alternative languages and/or formats (e.g., plain text) will be made available?

A.7 Distribution of Final Documents

- a. Who will receive final documents/how they will be distributed (e.g., affected agencies, commenters, libraries, local colleges, at hearings, SACOG office)?

A.8 Response to Public Input

- a. How will feedback be provided (e.g., newsletter, computer bulletin boards, reports and publications, response letters and final plans to commenters)?
- b. What input level will determine Direct or Consolidated Feedback ?

A.9 Review of Public Involvement Process

- a. Who will review (e.g., SACOG, FHWA, FTA, public) / how often?
- b. How the strategies will be evaluated (based on what criteria, e.g., SAFETEA-LU and SACOG policy)?

A.10 The Brown Act

How the plan will comply with the requirements (e.g., 72-hour to one-week notice prior to meetings, meetings open to public)?

A.11 Americans with Disabilities Act

How the plan will comply with the requirements (contract out review, specially trained staff)?

A.12 Native American Indian Governments

How the plan will comply with requirements (communicate on a government-to-government basis, seek to keep tribes informed)?

A.13 Environmental Justice and Underserved Communities

How the plan will comply with requirements to engage minority, low-income, youth, seniors, persons with disabilities, and non English-speaking communities?

OPTIONAL ACTIVITIES

B.1 Public Meetings, Workshops, and Open Houses

By geographic and study area:

- a. What groups and/or organizations will be targeted?
- b. What strategies will be used to reach traditionally underserved citizens?
- c. What notification techniques will be used (e.g., electronic bulletin board, posting, mail, fax)?
- d. How long before meeting date will notices be posted (e.g., 7 to 15 days)?
- e. Date, location and schedule / alternate location and time for more convenient access?
- e. Purpose of each meeting?
- f. What visual techniques will be used (e.g., map displays, photo displays, brochures, video footage)?

B.2 Interactive Citizen Planner Workshops

- a. Who will participate/who will lead?
- b. What visual techniques will be used?
- c. Are minority, disabled, and seniors represented?
- d. How the groups' input will be used?

B.3 Special Advisory Committees

- a. What committees will be formed and who will be invited (e.g., Regional Planning Partnership sub committees, Modeling sub-committee, technical and policy advisory committees, other ad hoc committees)?
- b. How are interested members of the public notified of committee formation?
- c. What types of input are sought (e.g., general comments approval/disapproval)?

B.4 Focus Groups

- a. Who will participate/who will lead?
- b. How the groups will be organized?
- c. Are minority, disabled, and seniors represented in groups?
- d. How the groups' input will be used?

B.5 Media Strategies

- a. Who will SACOG outreach to (e.g., television, radio, newspaper)?
- b. Are non-traditional/ethnic media utilized?
- c. How will the input be used?

B.6 Newsletters

- a. Which publications will be used (e.g., Mobility, SACOG Regional Report, Special Bulletin, special publications)?
- b. Who the newsletters will be distributed (identify mailing lists)?
- c. What new mailing lists will be created to ensure underrepresented groups receive information?

B.7 Information Via Internet

- a. What information will be available on the website?
- b. When must information appear?
- c. How will information be accessible to the disabled, non-English speaking, and those without Internet access?

B.8 Speakers' Bureau

- a. How will groups and organizations become aware of the availability of SACOG's Speakers' Bureau availability?
- b. How will groups and organizations be targeted (e.g., neighborhood, advocacy, and professional groups)?

B.9 Public Attitude Surveys

- a. Who will participate in the survey?
- b. What efforts will be made to ensure survey captures opinions of underrepresented groups?
- c. What type of survey will be conducted (e.g., household travel survey, onboard transit survey)

B.10 Miscellaneous Activities

- a. Define specific activities (e.g., booklet with comment card, video and other graphic presentation, written responses to correspondence)
- b. Who will participate?

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SECTION THREE — NATIVE AMERICAN INDIAN TRIBAL GOVERNMENT INPUT

The SACOG metropolitan planning area includes Native American Indian tribal lands. Therefore, SACOG will appropriately involve the Native American Indian governments in the development of the MTP and the MTIP. Native American Indian governments are considered domestic sovereign nations; that is, they have a direct and special relationship with the federal government as a result of treaties and are independent of individual states. For example, tribes deal directly with the federal government in securing funding for Native American reservation roads if they are tribes on a reservation. Because of their status, SACOG will work directly with Native American Indian Governments on a government-to-government basis.

The following principles guide SACOG's work with Native American Indian governments:

1. SACOG adheres to Executive Order 13175 (Federal Register, November 6, 2000), which defines the relationship between Native American Indian governments, federal agencies, and governments receiving federal funds.
2. SACOG will actively seek to keep Native American Indian governments informed of the agency's activities and major decisions affecting a tribal government's geographic area.
3. SACOG Board of Directors will communicate directly with Native American Indian tribal leaders on an on-going basis to identify issues of common concern.

SACOG needs to identify issues affecting Native Americans and their transportation needs, plans, projects and outreach early in the process. Expert guidance should be sought in developing relationships with tribes, reservations, and individuals. Tribes should be consulted for cultural knowledge about projects. Since tribes are eligible to apply for and be awarded separate funding, SACOG staff needs to consult with both federal transportation agencies and local tribes to coordinate plans and projects.

Recommended strategies aimed at encouraging Native American Indian government input on SACOG projects and programs include the following:

1. Ensure tribal government contact information is current and updated.
2. Send tribal governments and relevant advocacy and service groups SACOG timely and adequate public notices and final documents.
3. Actively seek tribal government input on SACOG projects and programs through direct contact.
4. Respond to all tribal government comments on the MTP and MTIP by providing a summary, analysis, and report on the disposition of comments, as part of the final MTP or MTIP.

5. Encourage the participation of Native American Indian governments on SACOG advisory committees and provide reasonable opportunities to be involved in the metropolitan transportation planning process.

6. Federally Recognized Tribes in the Sacramento Region include:
 - Rumsey Band of Wintun Indians
 - Shingle Springs Band of Miwok Indians
 - United Auburn Indian Community of the Auburn Rancheria

APPENDIX A

Public Involvement Activities Evaluation Table

PUBLIC INVOLVEMENT ACTIVITIES	APPLICABLE PROGRAM/PROJECT	EVALUATION CRITERIA	PERFORMANCE GOALS	METHODS TO MEET GOALS
REQUIRED ACTIVITIES				
<p>Purpose and Objectives for Public Involvement</p>	<ul style="list-style-type: none"> • MTP • TIPs • Air Quality/ Transportation Conformity • Special Studies 	<p>Written purpose and objectives for public feedback.</p>	<p>Identify clear purpose and objectives for public involvement at the beginning of each program or project.</p>	<ul style="list-style-type: none"> • Written purpose and objectives for public feedback • Reviewing the effectiveness of procedures and strategies
<p>Consultation and Coordination with Other Agencies</p>	<ul style="list-style-type: none"> • MTP • TIPs • Air Quality/ Transportation Conformity • Special Projects 	<ul style="list-style-type: none"> • List of agencies involved with program/project. • Written contact with appropriate agencies 	<p>Work with agencies responsible for land use management, natural resources, environmental protection, and conservation and historic preservation in developing plans and projects.</p>	<p>Notify, consult and coordinate with appropriate Federal, state, and local agencies of new programs/projects and significant revisions.</p>

PUBLIC INVOLVEMENT ACTIVITIES	APPLICABLE PROGRAM/PROJECT	EVALUATION CRITERIA	PERFORMANCE GOALS	METHODS TO MEET GOALS
Identify Stakeholders and Target Audience	<ul style="list-style-type: none"> • MTP • TIPs • Air Quality/ Transportation Conformity • Special Projects 	List of stakeholders and target audiences contacted.	Identify stakeholders and target audience, specifically those potentially affected by the project/program.	<ul style="list-style-type: none"> • Maintain database of parties required and recommended for consultation • Work with other agencies, community-based organizations and others to identify groups for outreach • Regular project/program updates communicated to affected and interested parties..
Public Hearings	<ul style="list-style-type: none"> • MTP • TIPs • Air Quality/ Transportation Conformity • Special Projects 	Attendance; input received	Opportunities for direct public input to decision makers and staff on project specifics. Hearings are typically held during regularly scheduled Board meetings.	<ul style="list-style-type: none"> • 15-day notice via website, project printed materials and media • Meetings at convenient and accessible locations and times • Visualization techniques used (where feasible) • Work with other agencies, community-based organizations and others to identify groups for outreach

PUBLIC INVOLVEMENT ACTIVITIES	APPLICABLE PROGRAM/PROJECT	EVALUATION CRITERIA	PERFORMANCE GOALS	METHODS TO MEET GOALS
Advisory Committees	<ul style="list-style-type: none"> • MTP • TIPs • Air Quality/ Transportation Conformity 	Attendance; input received	Each project or program area has at least one ad hoc or standing advisory committee. These committees consist of community members, elected officials, staff from other agencies, and interested individuals. Committees should hold an appropriate number and scope of meetings.	<ul style="list-style-type: none"> • Communicate meeting time, location and topics in project materials (in addition to regular notification) • Meetings at convenient and accessible locations
Public Access to Technical and Policy Information	<ul style="list-style-type: none"> • MTP • TIPs • Air Quality/ Transportation Conformity • Special Projects 	Brown Act and applicable portions of federal law, including SAFETEA-LU	Transparency in every planning process is important to maintaining credibility with the public. Beyond legal requirements, reasonable accommodations should be made to provide public access to technical and policy information.	<ul style="list-style-type: none"> • Provide information on how to request access to technical and policy information to the public • Make accommodations and provide reasonable staff support for visually impaired persons • Provide reasonable staff availability to explain information.
Distribution of Final Documents	<ul style="list-style-type: none"> • MTP • TIPs • Air Quality/ Transportation Conformity • Special Projects 	<ul style="list-style-type: none"> • Final documents posted to website. • List of libraries and other locations where copies are available. 	Provide electronic and printed copies of final documents.	<ul style="list-style-type: none"> • Post documents on SACOG website • Distribute copies to local libraries and other locations for public access • Notify affected and interested parties of availability and how to view or request

PUBLIC INVOLVEMENT ACTIVITIES	APPLICABLE PROGRAM/PROJECT	EVALUATION CRITERIA	PERFORMANCE GOALS	METHODS TO MEET GOALS
Response to Public Input	<ul style="list-style-type: none"> • MTP • TIPs • Air Quality/ Transportation Conformity 	<ul style="list-style-type: none"> ▸ Responses to public comments ▸ A summary, analysis and report on the disposition of comments (MTP and TIP only). 	Periodic updates on process, programs and/or projects will be provided directly in writing, either by e-mail, direct correspondence, or newsletter update to anyone that provides input or requests information.	<ul style="list-style-type: none"> • Respond to comments individual when feasible • When significant written oral and comments are received, respond with a more general explanation of how concerns are being addressed.
Review of Public Involvement Process	<ul style="list-style-type: none"> • MTP • TIPs • Air Quality/ Transportation Conformity • Special Projects 	Consideration and response to public input.	Periodically review strategies to ensure their effectiveness and make changes as needed.	<ul style="list-style-type: none"> • Review Public Participation Plan annually • Undergo more extensive update at least every three years • Review effectiveness of activities for each project
The Brown Act	<ul style="list-style-type: none"> • MTP • TIPs • Air Quality/ Transportation Conformity • Special Projects 	Compliance with all applicable portions of the Brown Act.	Conduct meetings that are open to the public at convenient and accessible locations that meet all requirements of the Brown Act.	Use Public Participation Plan and Brown Act for applicable compliance requirements. Agendas and items for discussion distributed one week prior to meetings.

PUBLIC INVOLVEMENT ACTIVITIES	APPLICABLE PROGRAM/PROJECT	EVALUATION CRITERIA	PERFORMANCE GOALS	METHODS TO MEET GOALS
American with Disabilities Act	<ul style="list-style-type: none"> • MTP • TIPs • Air Quality/Transportation Conformity • Special Projects 	Compliance with all applicable portions of the Americans with Disabilities Act.	Conduct meetings that are held in accessible locations and meet all requirements of the Americans with Disabilities Act.	Ensure wheelchair accessibility, elevators with floor numbers posted in Braille, communication devices for the hearing impaired and sign language interpreters shall be made available upon request.
Native American Indian Tribal Governments	<ul style="list-style-type: none"> • MTP • TIPs • Air Quality/Transportation Conformity • Special Projects 	Attendance; input received	Involve Indian Tribal governments in the development of the metropolitan transportation plan and the TIP.	<ul style="list-style-type: none"> • Inform Indian Tribal governments and encourage input on SACOG projects and programs. • Invite participation of Indian Tribal members on the various advisory committees. • Distribute agendas to Indian Tribal governments • Consultative communication with Indian Tribal representatives during MTP and TIP.

PUBLIC INVOLVEMENT ACTIVITIES	APPLICABLE PROGRAM/PROJECT	EVALUATION CRITERIA	PERFORMANCE GOALS	METHODS TO MEET GOALS
Environmental Justice Communities	<ul style="list-style-type: none"> • MTP • TIPs • Air Quality/ Transportation Conformity • Special Projects 	Attendance; input received	<p>Obtain input and feedback from low-income and minority groups, especially those that are considered underrepresented.</p> <p>Engage Environmental Justice communities early in the planning process.</p>	<ul style="list-style-type: none"> • Special outreach to EJ groups encouraging them to participate in the planning process. • Seek feedback from underrepresented groups. • Provide culturally appropriate materials in different languages.

PUBLIC INVOLVEMENT ACTIVITIES	APPLICABLE PROGRAM/PROJECT	EVALUATION CRITERIA	PERFORMANCE GOALS	METHODS TO MEET GOALS
OPTIONAL ACTIVITIES				
Public Meetings, Workshops and Open Houses	<ul style="list-style-type: none"> • MTP • TIPs • Special Projects 	Attendance; input received	Present information to the public and obtain informal input from citizens early on in the planning process.	<ul style="list-style-type: none"> • 15-day notice via website, project printed materials and media • Meetings at convenient and accessible locations • Visualization techniques used (where feasible) • Work with other agencies, community-based organizations and others to identify groups for outreach
Interactive Citizen Planner Workshops	<ul style="list-style-type: none"> • MTP • Special Projects 	Attendance; input received	Recruit participants representing various interests and transportation modes. Address policy questions and gather qualitative feedback	<ul style="list-style-type: none"> • 15-day notice via website, project printed materials and media • Meetings at convenient and accessible locations • Visualization techniques used (where feasible) • Work with other agencies, community-based organizations and others to identify groups for outreach

PUBLIC INVOLVEMENT ACTIVITIES	APPLICABLE PROGRAM/PROJECT	EVALUATION CRITERIA	PERFORMANCE GOALS	METHODS TO MEET GOALS
Special Advisory Committees	<ul style="list-style-type: none"> • MTP • TIPs • Air Quality/ Transportation Conformity • Special Projects 	Attendance; input received	Encourage participation of all interest groups and residents of the region.	<ul style="list-style-type: none"> • Communicate meeting time, location and topics in project materials (in addition to regular notification) • Meetings at convenient and accessible locations • Work with other agencies, community-based organizations and others to identify groups for outreach
Focus Groups	<ul style="list-style-type: none"> • MTP • TIPs • Special Projects 	Attendance; input received	Seek detailed feedback from a broad cross-section of the region.	<ul style="list-style-type: none"> • Work with other agencies, community-based organizations and others to identify groups for outreach • Use interactive activities or open-ended questions to gather detailed feedback
Media Strategies	<ul style="list-style-type: none"> • MTP • TIPs • Special Projects 	Print, TV and radio coverage	Seek coverage from media outlets that reach the target audience.	<ul style="list-style-type: none"> • Press releases to media list • Identify targeted media outreach
Newsletters	<ul style="list-style-type: none"> • MTP • TIPs • Air Quality/ Transportation Conformity • Special Projects 	Number of persons reached; input received	Reach local government elected officials, key agencies and organizations, media contacts chambers of commerce, and interested individuals.	<ul style="list-style-type: none"> • Articles in <i>Regional Report</i> • Special newsletters as appropriate

PUBLIC INVOLVEMENT ACTIVITIES	APPLICABLE PROGRAM/PROJECT	EVALUATION CRITERIA	PERFORMANCE GOALS	METHODS TO MEET GOALS
Information via Internet	<ul style="list-style-type: none"> • MTP • TIPs • Air Quality/ Transportation Conformity • Special Projects 	Website traffic data; input received	Make general information available to the public and receive comments from the public.	<ul style="list-style-type: none"> • Develop project website • Regularly post information
Speaker's Bureau	<ul style="list-style-type: none"> • MTP • TIPs • Air Quality/ Transportation Conformity • Special Projects 	Number of persons reached; input received	Schedule speakers to present for any groups interested in learning about what SACOG is doing in the region.	Make project staff available to speak to groups.
Citizen Surveys	<ul style="list-style-type: none"> • MTP • Special Projects 	Number of respondents; input received	50% of contacted persons participate in the survey OR 20% of mail recipients return the survey.	Distribute surveys to self-identified interested parties and workshop participants.
Video Presentations	<ul style="list-style-type: none"> • MTP • TIPs • Air Quality/ Transportation Conformity • Special Projects 	Number of persons reached; input received	Make general information available to groups interested in learning about the projects in our region and receive comments.	Typically used for major projects, when funding is available.

PUBLIC INVOLVEMENT ACTIVITIES	APPLICABLE PROGRAM/PROJECT	EVALUATION CRITERIA	PERFORMANCE GOALS	METHODS TO MEET GOALS
Transportation and Environmental Fairs	<ul style="list-style-type: none"> • MTP • TIPs • Air Quality/ Transportation Conformity • Special Projects 	Number of persons reached; input received	Make general information available to the public and receive comments from the public.	<ul style="list-style-type: none"> • Work with other agencies and community-based organizations to identify appropriate fairs for public education • Provide project information for distribution

APPENDIX B

Advisory Committees

The Board has established a number of advisory committees as a means of obtaining advice from citizens, key interest groups in the community, and partner planning agencies on a variety of subjects. SACOG seeks advice from local agencies on transportation and land use plan content and investment decisions. SACOG works not only with the agency staff, but with governing boards, technical committees, and advisory committees. These advisory committees typically include representatives of citizens' advocacy groups, the private sector, major colleges and universities, transportation management professionals, and private citizens unaffiliated with any of the above groups. Committees are augmented, restructured, added to, or discharged from time to time based upon the issues and concerns faced by the Board. Currently these committees are:

Bikeway and Pedestrian Committee: A committee of about 80 members made up of representatives from local bicycle advocacy groups as well as local government and nonprofit groups involved in bikeway planning. The committee advises SACOG on the non-motorized content of the Metropolitan Transportation Plan and on priorities for non-motorized projects. SACOG Staff: Aimee Hagen (Meets quarterly)

5310 Regional Evaluation Committee: The role of the Committee is to objectively review and score local project applications for the FTA Section 5310 (Transportation for Elderly Persons and Persons with Disabilities) Capital Grant Program. The program provides funds on a statewide competitive basis for the purchase of equipment to transport elderly and disabled persons. Eligible applicants are private, nonprofit organizations and public bodies that coordinate transportation service. The established scoring criteria are project need, project effectiveness, ability of the applicant, and service coordination efforts. SACOG Staff: Barbara Bechtold (Meets annually)

Goods Movement Advisory Group: The movement of goods or freight has always been one of the most important functions of the transportation system and is certainly of vital importance to the health of the economy and to ensuring a high quality of life. SACOG works with the region's jurisdictions as well as other state and local agencies and the private sector through its Goods Movement Advisory Group (GMAG) to make certain that planning for goods movement is incorporated into the overall transportation planning process. SACOG looks to build on the work of the recently completed Regional Goods Movement Study to identify specific projects and areas of study to evaluate further. The GMAG serves as both an advisory committee for these activities as well as a regional forum for goods movement issues. SACOG Staff: Jason Crow (Meets quarterly and as needed)

Planners Committee: A twenty-eight-member committee consisting of the planning directors or their designees of each of SACOG's member jurisdictions. The committee was originally formed to advise SACOG on the development of the Blueprint Project and is now advising on Blueprint implementation and the Regional Housing Needs Allocation process. (Meets on call)

Regional Planning Partnership: A committee with close to 100 representatives from local, regional, state, federal agencies, and tribal governments, as well as representatives of business, environmental, and minority organizations and associations. The Partnership assists SACOG with its transportation and air quality planning responsibilities. It also serves as the primary forum for interagency and public consultation requirements of federal transportation and air quality regulations. SACOG Staff: Jason Crow (Meets monthly)

SACMET Travel Demand Model Technical Advisory Committee (TAC): The SACMET TAC is composed of planning and engineering professionals from local public agencies, as well as consultants and others who are registered users of the SACMET travel demand model. The TAC has two roles: One is to provide SACMET users with training and technical support on the model; the other is to provide a forum for discussion of issues related to SACMET. Proposed SACMET changes and improvements, and the results of changes and improvements made, are presented for information and discussion. Modeling issues of a more general nature, but germane to SACMET or the Sacramento region, are also discussed. SACMET TAC mailings go to about 50 people. SACOG Staff: Bruce Griesenbeck (Meets as needed)

Sacramento Emergency Clean Air and Transportation (SECAT) Air Quality Policy Group: A ten-member committee consisting of representatives from each of the air districts within the Sacramento federal ozone nonattainment area, Federal Highway Administration, Environmental Protection Agency, Air Resources Board, and SACOG. The committee assists SACOG and its air quality planning partners in developing a strategy or strategies that focus available resources on achieving both attainment of the National Ambient Air Quality Standard for ozone by 2005 and conformity goals. SACOG Staff: Karen Wilcox (Meets on call)

Sacramento Emergency Clean Air and Transportation (SECAT) Technical Advisory Committee: An eleven-member committee consisting of representatives from each of the air districts within the Sacramento federal ozone nonattainment area, Federal Highway Administration, Environmental Protection Agency, Air Resources Board, Caltrans, and SACOG. The committee advises the SECAT Policy Group on guidelines and criteria for evaluating and approving projects under the SECAT program. SACOG Staff: Karen Wilcox (Meets on call)

Social Service Transportation Advisory Council: Three councils have been established – one each for Sacramento and Yolo counties, and a joint Sutter-Yuba county council. Each council is composed of potential transit users who are elderly or handicapped; representatives of agencies that provide social services or transportation for seniors, handicapped, and low-income persons; representatives from the local Consolidated Transportation Services Agency; and a representative of a transit operator. Each council participates in the identification of transit needs in the county it serves; makes recommendations regarding unmet transit needs; and advises the Board on other major transportation issues, including the coordination and consolidation of specialized transportation services. These councils are required by state law. SACOG Staff: Barbara Bechtold (Meets on call)

Transit Coordinating Committee: The Committee provides a forum for the discussion of transit plans and issues, coordinates transit studies and systems on a regional basis, disseminates federal, state and local transit information, reviews and comments on the MTP and the MTIP, and gives input into SACOG's Overall Work Program. SACOG Staff: Barbara Bechtold (Meets quarterly)

Transportation Demand Management Task Force: The Task Force advises the SACOG Board of Directors on the operations and marketing of the Rideshare Program and on the demand management content of the MTP. SACOG Staff: A.J Tendick (Meets monthly)

Ad Hoc Committees

Occasionally, projects of great significance warrant the formation of committees of stakeholders or special groups. In these circumstances, the Board has appointed special committees to assist in guiding efforts on these projects. Currently the following are active Ad Hoc Committees:

ADA Compliance Committee: A five-member committee composed of an elected official and representatives from the following sectors: disabled, business or non-profit, education, and health/medical. The Committee reviews unresolved ADA-related complaints, requests or suggestions from disabled persons regarding access to and participation in public facilities, services, activities, and functions of SACOG. (Meets as needed)

Community Design Grant Review Committee: A committee made up of members from many of SACOG's advisory committees, such as the Transit Coordinating Committee, Regional Planning Partnership, Transportation Demand Management Task Force, etc., who review the grant applications for the Community Design Grant Program. SACOG Staff: Greg Chew (Meets annually)

Sacramento Region Intelligent Transportation Systems Partnership: A forum for technical staff to share information, coordinate on project planning and implementation, and provide advice and input to SACOG on ITS funding advocacy efforts. SACOG Staff: David Shabazian (Meets as needed)

Public Participation Committee: A committee made up of members of organizations required under SAFETEA-LU and includes representatives of the disabled, pedestrian walkways, bicycle transportation, public agencies, transit operators, goods movement, private providers of transportation and other interested parties. SACOG Staff: Monica Hernández (Meets as needed)

SACOG Participation in Other Public/Private Efforts in Regional Planning-Related Issues

Cooperation and coordination in transportation and air quality issues with other agencies or groups is obtained through participation in the following activities and organizations:

Liaison to Local Transportation Planning Agencies: SACOG maintains liaisons with each city and county and with other transportation agencies throughout the region to help coordinate transportation planning and programming and to facilitate information exchange. In some cases, SACOG liaisons serve on both the technical and advisory committees. SACOG maintains liaisons with the following:

- Yolo County Transportation District (YCTD)
- Sacramento Transportation Authority (STA)
- Placer County Transportation Planning Agency (PCTPA) as the RTPA for Placer County
- El Dorado County Transportation Commission (EDCTC) as the RTPA for El Dorado County
- Yolo County Transportation Advisory Committee
- Sacramento Regional Transit District (RT)
- Tahoe Regional Planning Agency (TRPA)
- Transportation Management Associations (TMAs)
- Caltrans District 3
- Paratransit, Inc.
- Air Districts – 5 districts within the Sacramento Air Quality Planning Area
- Transit Operators – 14 regional operators
- Native American Indian Tribal Governments

California Federal Programming Group: The purpose of this group is to facilitate integration, improvement, and maintenance of state and local databases used in transportation programming and discussion of federal programming issues. The group's membership includes representatives from Caltrans and several MPOs across the state. (Meets monthly)

California Service Authority for Freeways and Expressways (SAFE) Committee: SACOG serves on the California SAFE Committee for the counties of Sacramento, Glenn, El Dorado, Sutter, Yuba, Yolo, and San Joaquin.. The committee is composed of SAFE project managers from all SAFE counties, Caltrans and the California Highway Patrol. The committee meets approximately every other month to discuss statewide and local call box program issues.

Caltrans Regional Coordination Committee: Caltrans and regional agency representatives meet bimonthly to discuss issues of mutual interest and to forge partnerships for common benefit on state and federal legislation and regulatory matters. SACOG management participates regularly in these meetings.

Capitol Corridor Joint Powers Authority (CCJPA): SACOG continues to be very active in the work of the CCJPA that administers the Auburn-Sacramento-Oakland-San Jose (Capitol Corridor) rail service. SACOG is a member of the Staff Coordinating Group (SCG) formed to advise the CCJPA Board on the Capitol service and attends regularly both the SCG and Board meetings.

Central Valley Rail Committee: The counties of Sacramento, San Joaquin, and Stanislaus have formed a committee to coordinate rail planning activities in their jurisdictions. This committee meets in Stockton; SACOG attends the meetings as appropriate.

Cleaner Air Partnership: The Cleaner Air Partnership was formed in 1986 as a joint project of the American Lung Association of Sacramento-Emigrant Trails and the Sacramento Metropolitan Chamber of Commerce. It is a private/public regional coalition working to solve the ozone problem in the Sacramento metropolitan area by reducing transportation-related emissions. The objectives are to attain air standards for health and economic growth and to avoid business disincentives that occur when an area is unable to achieve clean air standards. The Partnership has achieved a community consensus for new air quality programs, resulting in shifts of opinion and travel behavior; participation by business in clean air programs; innovative public education programs; and the highest per capita participation in clean alternative fuels and vehicles in the nation.

Green Valley Alliance: SACOG has participated in a public-private effort to preserve open space, including agricultural land, in the Sacramento region. Known as the Green Valley Initiative, this effort emerged from the Regional Economic Cluster Project convened by several public and private organizations and is now a joint project of the Regional Action Partnership and Valley Vision. Staff has contributed land use data and growth forecasts to the project and provided some assistance in meeting logistics, writing, and editing.

Linking Planning and NEPA Working Group: FHWA is working with SACOG to develop a process for NEPA streamlining in the Sacramento region. A working group composed of representatives from federal and state environmental resource and regulatory agencies, from federal, state and local transportation agencies, and representatives from local governments meet regularly to coordinate the transportation planning with environmental processes. The goal of the effort is to assist in expediting National Environmental Policy Act (NEPA) studies and approval of transportation projects; to facilitate the examination of environmental impacts in the context of regional transportation and land development; to engage environmental agencies early to define broad-scale environmental issues and mitigation concerns that can be built into the Metropolitan Transportation Plan (MTP); to help further streamline subsequent project-level environmental studies by completing initial environmental review tasks. (Meets monthly)

Public Works Director's Committee: The Committee provides a forum for the discussion of transportation (roads and highways/freeways) plans and issues, coordinates transportation studies and systems on a regional basis, disseminates federal, state and local transportation information, reviews and comments on the MTP and the MTIP, and gives input into SACOG's Overall Work Program. (Meets quarterly)

Regional Managers Forum: A twenty-seven member committee composed of county executives and city managers. Advises SACOG on a wide range of administrative issues including program, relationships with members, and administration of state and federal programs. (Meets quarterly)

Regional Transportation Planning Agencies Group: Membership composed of state-designated regional transportation planning agencies (RTPAs). The group meets in conjunction with the California Transportation Commission (CTC) and coordinates the regional agencies' responses to the development and implementation of state transportation policy.

Rural Counties Task Force: The task force consists of representatives from rural counties who meet to discuss transportation issues affecting rural areas and to provide input to California Transportation Commission (CTC) deliberations of rural issues.

Sacramento-Placerville Transportation Corridor Joint Powers Authority: The SACOG Executive Director participates as an ex-officio member of the JPA. The JPA was created to coordinate the efforts of Sacramento County, Sacramento Regional Transit District, the City of Folsom, and El Dorado County in the acquisition, use, and preservation of the railroad right-of-way between the cities of Sacramento, Folsom, and Placerville.

San Joaquin Valley Rail Committee: SACOG participates in the work of the San Joaquin Valley Rail Committee as appropriate. While the agency does not participate as actively in the San Joaquin Valley Rail Committee's activities as it does in the Capitol Corridor and Regional Rail efforts, SACOG understands the value of the San Joaquin service to the region and fully supports Caltrans' efforts to build ridership and revenues on this important line. SACOG attends these meetings when feasible.

Valley Vision: The goal of Valley Vision is to help the region develop in a manner that creates business opportunities, benefits public health and safety, and preserves and enhances our environment and our way of life. Valley Vision serves as a catalyst to energize and help citizens in the Region to reach consensus on a bold vision for our future. Since formulating a vision begins with knowledge, they conduct research on the critical problems confronting the region and serve as a clearinghouse for data and information that support regional efforts. Valley Vision supported the Blueprint project by recruiting a broad diversity of participation in public workshops; Valley Vision is currently playing a similar role in the public outreach for the MTP 2035.

APPENDIX C

Summary of Input

SACOG held two advisory committee meetings on April 4, 2007 and May 30, 2007 to gather input from affected and interested parties during the development of the Public Participation Plan (PPP). Meeting participants' comments have been categorized below. Responses to questions were answered in the meetings or through clarification in the PPP.

Notification, outreach and accessibility

- Educating the community so they are able to provide informed input.
- Inform public how their feedback is being incorporated or the difference their input made.
- Ask for public information early in the planning process not when you need for them to review items or provide feedback.
- Ask what issues are important to the public. Do not ask them to review a plan.
- When presenting to different community groups, don't have "canned" presentations. Discuss specific impacts for each area.
- Sacramento City Neighborhood Services Dept. has good list of community based organizations, neighborhood groups etc.
- Involve jurisdiction public information staff in coordinated outreach/education efforts.
- Recommended reaching out more to *The Sacramento Observer* newspaper.
- People want to participate, but don't feel knowledgeable enough to provide good feedback. Suggested ongoing, education for key community representatives and agency staff to be able to communicate to their constituents.
- [Advisory meeting attendees] should become more educated so that they can be more informed and pass the information on to their groups.
- "Accessible location": add "and time".
- Investigate webcasting and other interactive opportunities for public input and participation
- Any possibility of advisory committees meeting in the evening?
- Can SACOG show past participants how their values have been implemented?
- Invite neighborhood groups/residents when highlighting a project or doing a groundbreaking?
- How often will the PPP be updated? (The three-year update is a SACOG designation. FHWA requires ongoing consideration of updates.)
- Is it legal to target a specific location or group? (FHWA is looking for consistent and continued outreach to an area and documentation of those efforts.)
- What groups is SACOG outreaching to? (Participants suggested targeting ongoing yearly activities such as Cinco de Mayo, Black History Month etc.
- Media outreach should include web-based media.
- Include business groups (Downtown and Florin Partnerships).
- Work with local Chambers of Commerce and smaller groups.

Notification, outreach and accessibility in regards to Environmental Justice, Native American Indian and other unique groups

- To reach the public, especially the ethnic minorities, it is best to work via community groups, neighborhood associations, faith communities, respected leaders.
- Include health and human service agencies in outreach efforts.

- Tribes—open dialogue is needed as well as a government-to-government relationship.
- It is better to work directly with the communities instead of through agencies.
- How are we notifying groups, specifically African American groups? Also how do we plan on reaching out to the underserved for general outreach? Suggested to outreach through religious channels for African Americans.
- Would like to see further emphasis on the underserved. Went to the TALL Order forum, downtown was a very diverse group. How will we target the underserved in the future?
- Comment on A2 – need to punch up language regarding working with mandated groups. 23CFR 1450.322 (f)(7)
- Consult with individuals with tribal cultural knowledge prior to getting into projects.
- Regarding consultation with other agencies see section 322.

Suggested additions to PPP or clarifications

- Pg. 3, plan has three purposes. What are the values that we are referencing? Requested clarification.
- What triggers moving from required to optional activities?
- Pg. 3 what does “to inform the public about transportation issues” mean?
- Regarding Agency Coordination/Consultation portion; please split consultation and coordination.
- Is the PPP committee a standing group?
- Will SACOG have regularly scheduled meeting to provide a venue for continued input. (No need to amend plan with every comment. Let SACOG determine how often the group should meet.)
- Participant suggested a webpage for the group with contact information for the group for future communication. Would allow citizens to communicate with individual group members instead of going straight to SACOG staff.
- Is there a mechanism to allow the citizen to know if their comment was explicitly noted in a plan or document?
- Wanted clarification on considering a comment and incorporating. Non-consideration would discourage public from commenting in the future.
- Need to include acronym glossary.
- Glossary for entire document would be good.
- What is the definition of EJ? What are the statistical thresholds?
- Maybe add specific definition of EJ in Section 1.
- What visualization techniques are identified/used?
- Show actual neighborhood streets with different levels of investment and improvements (i.e. - visual simulations).

Miscellaneous comments including those regarding SACOG’s MTP for 2035

- Work with construction industry and developers to explain actual impacts of projects.
- Coordination is needed among agencies when public feedback is needed. Too many agencies are wanting to tap into the public.
- Public meetings are a poor forum for obtaining public information. Use other more effective techniques such as: focus groups.
- Can sub-committees do rotational hearings?
- Information to the public needs to be in a simple/bulleted format.

- Requested more information on the advisory committee's within the PPP. Who belongs to the committees, SACOG staff assigned, meeting dates, electronic updates, posted agendas on the website.
- Be clear on periods for people to respond and what it means to have "significant changes". When is the plan re-circulated?
- Define how often the PPP will be evaluated. Federal government is heavily emphasizing public participation.
- Requested outreach in other languages.
- Explain TIP process, how decisions are made, etc.
- Pg. 6 regarding coordinating with other agencies – what takes precedence, jurisdiction plans or MTP?
- Interested in financial constraints and how the budget is determined.
- At what point does infill (i.e. - land use) shift more funding into transit? Wants public to see region walk the talk.
- Sees role of CBO partners to educate the public on the transportation system on how the future will be delivered. No complaints on SACOG's process. CBO's need to motivate general public to push elected officials and policy.
- Have we spoken with other MPOs for best practices for outreach?
- Referred to a MTC/Bay Area group in which four agencies partnered on global warming outreach.
- Referred to climate change forum for elected officials in the fall of 2007.

ACRONYMS (PAGE OF FIRST OCCURRENCE)

Sacramento Area Council of Governments (SACOG)	1
<i>Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users</i> (SAFETEA-LU)	1
Metropolitan Planning Organization (MPO)	1
(Title 23 of the Code of Federal Regulations (CFR) Section 450.316 (a)). [23 CFR §450.316 (a)]	1
United States Environmental Protection Agency (EPA).....	2
Federal Highway Administration (FHWA)	2
Federal Transit Administration (FTA)	2
Transportation improvement program (TIP).....	2
Metropolitan Transportation Plan (MTP).....	2
Metropolitan Transportation Improvement Program (MTIP)	2
California Environmental Quality Act (CEQA).....	2
Public Participation Plan (PPP)	3
Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA)	10
Geographic information system (GIS).....	11
Americans with Disabilities Act of 1990 (ADA)	12
Telecommunications device for the deaf (TDD)	13
California Air Resources Board (CARB).....	19
California Department of Transportation (Caltrans).....	19
Regional transportation planning agencies (RTPAs)	19
Regional Planning Partnership (RPP)	20
Transit Coordinating Committee (TCC).....	20

CITATIONS (PAGE OF FIRST OCCURRENCE)

Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) 1

Title 23 of the Code of Federal Regulations (CFR) Section 450.316 (a) 1

§450.316 (a)(3)..... 1

Title VI of the Civil Rights Act of 1964..... 1

Executive Order 12898 – Federal Actions To Address Environmental Justice in Minority
Populations and Low-Income Populations..... 1

Executive Order 13175 - Consultation and Coordination With Indian Tribal..... 2

Air Quality Implementation Plan – Procedures for interagency consultation, resolution of conflicts,
and public consultation (40 CFR §93.105) 2

Air Quality Implementation Plan – Determining conformity of federal actions to state or federal air
quality implementation plans; specifically, exempt projects (40 CFR §93.126 and §93.217)..... 2

40 CFR §93.105..... 6

40 CFR §93.105..... 6

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SACOG’s website (www.sacog.org) 11

40 CFR part 93..... 11

The Ralph M. Brown Act (California Government Code Section 54950 - 54962)..... 12

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Executive Order 13175 (Federal Register, November 6, 2000) 26