



**Item #09-1-2
Action**

Strategic Planning Committee

January 5, 2009

Public Participation Plan Annual Amendment

Issue: The Public Participation Plan is undergoing an annual amendment.

Recommendation: That the Strategic Planning Committee recommend that the Board approve the amendment to the Public Participation Plan.

Discussion: The current Public Participation Plan (PPP) was adopted on July 17, 2007, by the Board for use with the Metropolitan Transportation Plan for 2035. Current federal transportation regulations require metropolitan planning organizations such as SACOG to adopt a plan to provide the public with opportunities to be involved in the transportation planning process.

The amendments proposed to the Public Participation Plan are text summary sections on public participation for the Metropolitan Transportation Plan (MTP) and the Metropolitan Transportation Improvement Program (MTIP). These summaries are intended to clarify matrices currently in the document. There are no procedural changes proposed.

SACOG released the two summary sections for public review and a 45-day public comment period, which was held from September 26 to November 17, 2008. During the public comment period, a working group meeting including representatives from environmental justice groups, the general public and partner agencies was held on October 8, 2008. A public hearing was also held on November 3 during the Government Relations & Public Affairs Committee meeting. Additional input was received electronically and via phone from members of partner agencies and the general public.

Attached is a summary of comments received and the two proposed summary sections. The current Public Participation Plan is available at www.sacog.org/involved.

Approved by:

Mike McKeever
Executive Director

MM:MH:gg
Attachments

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Public Participation Plan 2008 Annual Amendment

Public Comment Summary

The current Public Participation Plan (PPP) was adopted on July 17, 2007, by the SACOG Board of Directors for use with the Metropolitan Transportation Plan for 2035. Current federal transportation regulations require metropolitan planning organizations such as SACOG to adopt a plan to provide the public with opportunities to be involved in the transportation planning process.

The amendments proposed to the Public Participation Plan are text summary sections on public participation for the Metropolitan Transportation Plan (MTP) and the Metropolitan Transportation Improvement Program (MTIP). These summaries are intended to clarify matrices currently in the document. There are no procedural changes proposed.

A public comment period was held from September 26 to November 17, 2008, to solicit input on how to engage the public more effectively in the MTP and MTIP process. During the public comment period, a working group meeting—including representatives from environmental justice groups, the general public, and partner agencies—was held on October 8. Additional input was received electronically from members of the public and partner agencies. The following is a summary of comments received.

A summary of comments for the proposed new sections received during the public comment period and working group meeting follow.

Summary amendment comments:

- The PPP should describe specifically the reasons for and the goals of engaging resources and regulatory agencies early in the transportation process.
- The PPP should describe specific strategies and approaches that SACOG will employ to effectively involve these agencies in transportation planning for the MTP.
- SACOG should identify key decision-making points in the MTP process to solicit participation from resource- and time-constrained agencies when their input is most critical.
- In the PPP, SACOG should use the model from the last MTP update and any new developments to identify how to most effectively and efficiently solicit feedback and involvement from the appropriate resource and regulatory agencies.
- SACOG should explore opportunities to expand participation in the three standing MTP advisory committees to include additional key local, state and federal agencies and special interest groups. With these standing advisory committees, SACOG should implement regular correspondence with these advisory groups.
- The PPP should include a description of the public and agency outreach involved in the Blueprint and how it relates to future public and agency coordination on MTP development.

Comments in this amendment were solicited for the new summary sections. However, we received comments that pertain to other areas of the PPP. These comments will be addressed by staff in future project planning and PPP amendments, resources permitting.

Additional content comments and suggestions:

- Create a flow chart for each jurisdiction as a guide to the public on where input can be given.
- Create a citizen graphic guide for getting involved in local transportation project planning.
- Develop a How-To Guide for citizens to request, support or oppose a transportation project or plan.
- Ensure Environmental Justice representation on Advisory Committees.
- Elaborate on process and add specifics in sections “Identify Stakeholders and Target Audiences” and “Review of Public Involvement Process.”
- Establish process and time frame for “Response to Public Input.”

Comments were received from representatives of the following community groups and partner agencies.

- BREATHE California of Emigrant Trails
- Downtown Sacramento Partnership
- El Dorado County Transportation Commission
- Federal Highway Administration
- Gray Panthers
- Paratransit, Inc.
- Sacramento Metropolitan Air Quality Management District
- South East Village Neighborhood Association
- South Natomas TMA
- U.S. Environmental Protection Agency

Public Participation Process for the MTP

Introduction

The Sacramento Area Council of Governments (SACOG) is the Metropolitan Planning Organization (MPO) responsible for developing a long-range regional transportation plan, required to cover at least a 20-year planning horizon, which must be updated every four years under federal transportation law. The Metropolitan Transportation Plan (MTP) as it is called is developed in coordination with Sacramento, Yolo, Yuba, Sutter, El Dorado, and Placer counties (excluding the Tahoe Basin), and the 22 cities within. The MTP also incorporates county-wide planning developed by the Placer County Transportation Planning Agency (PCTPA) and the El Dorado County Transportation Commission (EDCTC), under Memoranda of Understanding between those agencies and SACOG.

SACOG is committed to a comprehensive public involvement process for the MTP. The document outlines the region's transportation needs, sets principles and policies, and proposes specific strategies. It is a program of related actions designed to coordinate and manage future transportation improvements among the jurisdictions and agencies operating within the region. The MTP covers a wide range of transportation issues, including how the land use pattern affects travel behavior, development of multiple modes of transportation, rush-hour congestion, special needs of people with limited mobility, goods movement, long-distance travel between the SACOG region and other areas, and the environmental impacts related to travel. The MTP is designed to guide future transportation investment decisions in a balanced manner, sufficient to make needed improvements in all modes of surface transportation within the constraints of funding that the region can reasonably expect to receive.

Consultation and Coordination

SACOG needs to consult with officials responsible for other types of planning activities that are affected by transportation in the area (i.e., state and local planned growth, economic development, environmental protection, land use management, conservation and historic preservation, airport operations, and freight interests) and a range of other agencies such as Indian Tribal Governments, federal land management agencies, and project sponsors. These provisions address the MPO's preparation of the MTP.

Advisory Committees

SACOG depends on the input and feedback of three standing advisory committees in developing the Draft MTP. The three committees are the Regional Planning Partnership (RPP), Transit Coordinating Committee (TCC), and Bicycle and Pedestrian Advisory Committee. In addition to regular briefings, SACOG presents the Draft MTP to the committees for comments.

Regional Planning Partnership

The RPP consists of the five local air districts, representatives of the U.S. EPA, California Air Resources Board (ARB), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and state and local transportation agencies. The RPP is SACOG's designated interagency consultation group for air quality conformity and transportation purposes. It also provides a forum

for local agencies in the region's transportation industry to contribute to the policy-making and fund programming activities of SACOG, and to improve coordination within the region. The RPP meets monthly. Each RPP meeting is open to the public and held at the SACOG offices.

Transit Coordinating Committee

The TCC was established by the SACOG Board to assist in federal planning and oversight of transit activities in the region. Members are transit operators in the region including Sacramento Regional Transit District, Paratransit, Inc., Folsom Stage Line, Yolo County Transportation District, Yuba-Sutter Transit, Roseville Transit, El Dorado Transit, South County Transit/Link, Unitrans, and Placer County Transit. SACOG provides support for service and planning coordination among the region's transit operators through this committee. The TCC meets at least quarterly. The TCC discusses current issues and updates on service and planning projects. Each TCC meeting is open for public observation and held at the SACOG offices.

Bicycle & Pedestrian Advisory Committee

SACOG serves as a forum for bicycle and pedestrian planning activities throughout the region. Staff makes its expertise available to partner organizations and groups to support their bicycle and pedestrian planning efforts. The SACOG Bicycle and Pedestrian Advisory Committee meets quarterly and functions as an advisory committee to the SACOG Board of Directors.

Public Access to Technical and Policy Information

SACOG seeks to keep the MTP planning process transparent in order to maintain credibility with the public. In addition to legal requirements, SACOG will make reasonable accommodations to provide public access to technical and policy information.

Members of the public may request to receive meeting agendas and materials through the U.S. mail, may subscribe to SACOG's newsletter, and view agendas and materials online at www.sacog.org/calendar.

SACOG seeks to make the MTP and accompanying Air Quality Conformity documents easily accessible by posting all documents in a timely manner on the SACOG website at www.sacog.org and on the MTP page at <http://www.sacog.org/mtp>. The SACOG website provides information about SACOG's projects and programs, the agency's structure including governing body and upcoming public meetings and workshops. It contains all of SACOG's current planning and programming documents and other publications. The site also includes Board and Committee meeting agendas and packet materials. Members of the public are able to listen online to recorded Board meetings via the website. These recordings are archived for several months.

All SACOG materials that are accessible online are also available for public access at the SACOG office during normal business hours.

SACOG encourages interested individuals to attend the Regional Planning Partnership, Transit Coordinating Committee, SACOG Board, and SACOG Committee meetings to express their views on the MTP. MTP items on the Board agenda usually come in the form of recommendations from the SACOG Transportation Committee. Much of the work of SACOG is done at the committee level, thus the public is encouraged to participate at this stage. All SACOG meetings are open to the public. Agendas and meeting packets for all of SACOG's standing committees, the Board, RPP, and

TCC are posted on the website approximately one week prior to each meeting. Written materials that accompany agenda items are often available on the website and are also made available to the public at committee meetings. Notices of these meetings, complete with the date, time, location and preliminary agenda, are posted on SACOG's website at least 72 hours prior to each meeting and mailed out at least one week prior to the date of the meeting. Final agendas are posted 72 business hours in advance of the meeting time. The website also offers the ability for individuals to subscribe to agenda notifications for the various committees. SACOG notifies subscribers via e-mail whenever it posts a committee meeting agenda.

Distribution of Final Documents

Once an MTP is adopted, SACOG posts the document and accompanying appendices on the website and notifies the distribution list via e-mail. SACOG provides electronic and printed copies of the final documents on request. SACOG also distributes copies to local libraries and keeps copies in the SACOG library. Regular updates on SACOG programs and projects are included in the *Regional Report*, which is available by subscription in hard copy or electronically at www.sacog.org/regrpt.

SACOG also works to maintain visibility with agency partners and the media to heighten general public awareness of SACOG activities and public processes.

Response to Public Input

SACOG values the public comments it receives and wishes to share them with decision makers. Therefore, SACOG responds to each individual comment when feasible either via telephone, mail or e-mail. When SACOG receives significant written or oral comments, SACOG staff will respond with an explanation of how concerns are being addressed. SACOG staff will also share these comments with the Transportation Committee and Board. In order to make sure comments are received in time for Committee and Board action, SACOG will request that written comments be submitted at least a week before the Committee and Board meets so that the comments can be included in the agenda packets.

Review of Public Involvement Process

SACOG will periodically review its MTP involvement processes and strategies to ensure their effectiveness and make changes as needed.

Brown Act

SACOG will comply with the Brown Act in its development of the MTP. This includes conducting meetings that are open to the public at convenient and accessible locations that meet all Brown Act requirements. Also, agendas and items for discussion will be posted one week prior to public meetings.

Americans with Disabilities Act

SACOG will comply with all applicable portions of the Americans with Disabilities Act (ADA) in its development of the MTP. This includes conducting meetings that are held in accessible locations and meet all requirements of the ADA. Also, SACOG will ensure wheelchair accessibility, elevators with floor numbers posted in Braille, communication devices for the hearing impaired, and provide sign language interpreters upon request. SACOG has made website information accessible to visually impaired individuals through an audio reader with indexed information and bookmarks for agenda item reference.

Native American Indian Tribal Governments

SACOG will involve Indian Tribal governments in its development of the MTP. This includes informing Indian Tribal governments and encouraging their input on the MTP, inviting their participation, including them in the distribution of documents, and consultation during the development of the MTP.

Environmental Justice Communities

In its development of the MTP, SACOG seeks input and feedback from low-income and minority groups, especially those that are considered underrepresented. Environmental justice communities are to be actively engaged throughout the MTP development process. These communities are encouraged to participate in the planning process and provide feedback, and SACOG is committed to providing materials in different languages.

MTP2035: The Public Involvement Process That Will Inform Future MTP Updates

SACOG developed this MTP with a robust public involvement process, involving nearly 8,000 citizens in the Sacramento Region. Between fall 2005 and spring 2006, the public participated in more than 150 presentations, 17 community workshops, *TALL Order* regional workshops, market research, and an *Elected Officials Summit*. In all of the workshops, participants had the opportunity to work in diverse table groups in mapping activities to identify their priority investments.

Public input from these workshops was used by SACOG staff to develop alternative investment packages for further public input. On November 16, 2006, SACOG presented *TALL Order: Moving the Region Forward*, eight simultaneous community workshops bringing together 1,525 people by video conferencing to discuss what transportation options the region will need over the next 28 years.

SACOG also conducted significant public attitude research for the MTP for 2035. Research included a random-sample phone survey, a random-sample online survey, a self-sampled online survey, and random-sampled focus groups. Specific focus groups were also held to identify the concerns, needs and interests of the low-income and certain ethnic minority populations for the Sacramento region.

Beyond stakeholder workshops, SACOG also worked with local media to engage the general public for input on regional transportation priorities. In January 2007, SACOG joined media partner KCRA 3 in bringing transportation issues to televisions and computer screens in homes across the Sacramento region. *Road Map to the Future* allowed viewers to learn about different transportation options being considered for the MTP. The program included the opportunity for viewers to provide input through an online KCRA poll. Over 55,000 viewers watched the program and more than 1,300 viewers responded to the online poll.

The activities below describe the public input process for the MTP2035 which will influence future MTP updates. Notable is that this process involved both required and optional activities, the balance of which would vary depending upon the significance of the MTP update scope and available resources. The MTP2035 was a major update and the first to incorporate Blueprint Preferred Growth Scenario as the base land use map.

Phase I: Start up

Fall 2005

- Began public education and outreach

Phase II: Begin Public Dialogue

Spring 2006

- Elected Officials Workshop
- Community Workshops
- Stakeholder Meetings

Phase III: Develop Alternatives

Summer 2006

- Projects from MTP Workshops
- Technical Analysis
- Projects Combined into Alternatives

Phase IV: Discussion and Draft Input

Fall/ Winter 2006

- Regional *TALL Order Forum*
- Continuing Analysis
- Projects Recombined into Draft Preferred Alternative

Spring 2007

- MTP Board Input and Public Outreach (Surveys, Polls, and TV Town Hall)
- Final Analysis of MTP Projects (Budget, Timing, Performance)

Summer/Fall 2007

- Draft MTP Project List
- Public Participation Plan
- Public Comment Period

Phase V: The Plan

Winter/Spring 2008

- Prepare and Release Final Draft MTP and Draft EIR
- Public Comment Period and Public Hearing
- MTP Adoption by Board

Public Participation Process for the MTIP, MTIP Amendments, and Accompanying Air Quality Conformity Documents

Introduction

SACOG is committed to a public involvement process for the Metropolitan Transportation Improvement Program (MTIP) that is transparent, proactive, and provides comprehensive information, timely public notice, full access for the public to comment on key decisions, and opportunities for continuing involvement.

The federally-required Transportation Improvement Program (TIP), called the Metropolitan Transportation Improvement Program in the Sacramento Region, is a comprehensive listing of surface transportation projects that receive federal funds, are subject to a federally required action, or are considered to be regionally significant. The Sacramento Area Council of Governments (SACOG), as the federally-designated Metropolitan Planning Organization (MPO) for the six-county Sacramento Region, prepares and adopts the MTIP every two years. The MTIP covers a four-year period and must be financially constrained by year, meaning that the amount of dollars committed to the projects (also referred to as “programmed”) must not exceed the amount of dollars estimated to be available. The MTIP must include a financial plan that demonstrates that programmed projects can be implemented. Adoption of the MTIP must be accompanied by an evaluation and finding of Air Quality Conformity. Federal regulations also require an opportunity for public comment prior to MTIP approval.

Transit, highway, local roadway, bicycle, and pedestrian investments are included in the MTIP. Apart from some improvements to the region’s airports and the Port of Sacramento, all regionally-significant transportation projects or projects requiring federal action are part of the MTIP. All projects included in the MTIP must be consistent with the Metropolitan Transportation Plan (MTP) for the Sacramento Region.

Types of MTIP Actions

There are four processes for the various ways to change/update the MTIP:

1. **Adoption**

SACOG generally adopts a new MTIP every two years, although federal guidelines require a new TIP at least every four years. SACOG removes the two prior years and adds two additional years of funding. SACOG also reports projects that were completed from the prior MTIP. The MTIP is accompanied by either a new Air Quality Conformity Analysis or a determination that relies on a previous analysis.

2. **Amendment**

Previously referred to as a “Formal Amendment,” SAFETEA-LU describes an “Amendment” as a significant change to the MTIP. An amendment is a revision to a long-range statewide or metropolitan transportation plan, TIP, or State Transportation Improvement Program (STIP)

that involves a major change to a project included in a metropolitan transportation plan, TIP, or STIP. Types of amendments are the addition or deletion of a project or a major change in project costs, project/project phase initiation dates, or a major change in design concept or design scope (e.g., changing project termini or the number of through traffic lanes).

a. New Air Quality Conformity Analysis

SACOG runs a travel model to determine whether the six-county region can still attain clean air standards on schedule based on the addition of new projects not modeled as part of the MTP or changes in scope or completion year to non-exempt regionally significant projects.

b. Reliance on a Previous Air Quality Conformity Analysis

Significant changes to the project list including at least one non-exempt project may not require a new air quality analysis or modeling, only a determination that the MTIP still conforms.

c. Only Exempt Projects (No Air Quality Conformity Determination)

Significant changes to only air quality exempt MTIP projects, do not require an air quality determination.

3. Administrative Modification

Because of the fluctuating nature of transportation projects nearing implementation, circumstances dictate that changes be made to the MTIP following its adoption. Federal regulations in SAFETEA-LU allow for two types of revisions to the MTIP, Administrative Modifications and Amendments, previously referred to as “Administrative Amendments” and “Formal Amendments.” SACOG processes Amendments regularly, as many as four per year, while Administrative Modifications occur more often, as many as eight per year. Amendments take longer to process, as long as four months, whereas Administrative Modifications typically take less than a month.

The criteria for Administrative Modifications and Amendments are defined in SAFETEA-LU. The procedures are posted online at <http://www.dot.ca.gov/hq/transprog/fedpgm.htm>. SAFETEA-LU defines the types of changes which can be made through Administrative Modification and Amendment in Title 23, CFR part 450.104:

Once referred to as an “Administrative Amendment,” SAFETEA-LU describes it as a minor revision to the MTIP which does not require public review. Administrative modifications include minor changes to project/project phase costs, minor changes to funding sources of previously-included projects, and minor changes to project/project phase initiation dates.

MTIP Adoption <i>[Procedures may not occur in order shown]</i>					
1. Interagency Review before public review Notify public via e-mail and via U.S. mail Use appropriate lists within SACOG's database	2. Review by Regional Planning Partnership Review by Transit Coordinating Committee Post Draft and Final document on SACOG website	3. Interagency consultation, as appropriate 30-day public review and comment period E-mail public through appropriate distribution lists	4. Inform media, as appropriate SACOG's response to significant comments compiled into an appendix in the final MTIP	5. Review by Transportation Committee Public Hearing held during a standing committee, typically the Transportation Committee	6. Extend public review period by 5 days if Final Amendment differs significantly from Draft and raises new material issues Adoption by Board Approval by Caltrans Review by EPA Approval by FHWA and FTA

4. Technical Corrections and Advancement or Delay of Funds using Expedited Project Selection Procedures

No public review is necessary for edits to parts of the MTIP that are shown for informational purposes only or for fixing obvious typographical errors. Similarly, no public review is necessary for SACOG to use agreed-upon Expedited Project Selection Procedures (EPSP). EPSP is used to advance projects from later years of the MTIP and delay the implementation of other projects from earlier years. These changes occur without modification or amendment, based on agreements between SACOG, Caltrans, local transit operators, and local transportation agencies. Even so, SACOG typically modifies or amends the MTIP before the end of the year to reflect advances or delays.

Public Involvement Processes for the MTIP

SACOG's interagency procedures require that all MTIP Amendments be available to its committees. Therefore, MTIP Amendments are included as regular items at the Transportation Committee, Regional Planning Partnership, and Transit Coordinating Committee.

Before the Board can approve an MTIP proposed amendment, the public must be notified and given an opportunity to comment on the amendment. The level of Board review depends on the nature of the change required in the MTIP project listing. Changes range from administrative modifications that involve no public review or Board approval to significant revisions subject to a new Air Quality Conformity Analysis and requiring review by a Board Committee (usually the Transportation Committee), and approval by the Board, Caltrans, and the U.S. Department of Transportation. The exact steps required for various types of MTIP amendments are shown below:

MTIP Amendment

[Procedures may not occur in order shown]

<p>1. Interagency Review before public review Notify public via e-mails and via U.S. mail; use appropriate distribution lists</p>	<p>2. Review by Regional Planning Partnership Review by Transit Coordinating Committee Post Draft and Final Amendment on SACOG website</p>	<p>3. a. Amendments with New Air Quality Conformity Analysis:</p> <ul style="list-style-type: none"> • 30-day public review and comment period which closes a week before review by the Transportation Committee, which also holds a public hearing <p>b. Amendment that relies on a Previous Air Quality Conformity Analysis</p> <ul style="list-style-type: none"> • 7-day public review and comment period. Review by the Transportation Committee which also holds a public hearing <p>c. Amendment with only Exempt Projects (no Air Quality Conformity Determination)</p> <ul style="list-style-type: none"> • 7-day public review and comment period. Review by the Transportation Committee which also holds a public hearing 	<p>4. Extend public review period by 5 days if Final Amendment differs significantly from Draft and raises new material issues Approval by the Board Approval by Caltrans Review by EPA Approval by FHWA/FTA</p>
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Type 3. MTIP Administrative Modification

[Procedures may not occur in order shown]

<p>1. No public review</p>	<p>2. Approval by SACOG Executive Director or designee, per Board delegation Approval by Caltrans</p>	<p>3. After approval:</p> <ul style="list-style-type: none"> • Post on SACOG website • Notify public via e-mail
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Type 4. MTIP Technical Correction and Advancement or Delay of Funds using Expedited Project Selection Procedures

<p>1. No public review</p>	<p>2. Corrections by staff As a general practice, process amendment or administrative modification within a year to reflect schedule changes (not required).</p>	<p>3. No approval required</p>
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Purpose & Objective for Public Involvement

The purpose and objective for public involvement at this late stage is different than in earlier stages. It is beneficial to involve the public in the development of the Metropolitan Transportation Improvement Program (MTIP) as early as possible. The MTIP is an administrative document which reflects transportation decisions developed in the MTP process. The MTIP is a program management tool used to show the schedule, scope, and constrained funding of intended transportation improvements (or continuations of current activities). Unlike the planned projects in the Metropolitan Transportation Plan (MTP), the projects in the MTIP have committed or reasonably available funding and are phased to begin construction.

Involvement in the Final Stage of MTIP Development

Public involvement is required preceding the MTIP adoption or an Amendment to the MTIP. This review period is the final opportunity for public comment on the MTIP (although it may be the beginning of local agency public involvement for individual projects). SACOG continues to involve the public at all stages in the development of the MTIP. At this stage, SACOG specifically invites the public to comment on:

1. Project Schedules
2. Air Quality Analysis
3. Financial Constraint
4. Project consistency with MTP and funding programs
5. Revisions made to project cost, scope, schedule, or funding

Involvement in the MTP Stage

The development of the MTP is the earliest and most critical point for the public participation process, because it is in this stage that funding priorities are established. SACOG's funding programs and the projects flow from the MTP and derive directly from the policies and the transportation investments contained in the MTP. After the MTP is adopted, public participation is continued in the development of the funding programs, their project selection processes, and finally in amendments to the MTIP along with the biennial adoption of a new MTIP.

The MTP lays the groundwork of the principles, policies, and supportive strategies which drive the funding decisions by the SACOG Board. The MTP also lays out a prioritized list of planned regionally-significant projects which will be funded by local, state, or federal fund sources. Once a project is included in a Draft MTIP or is being changed in a Draft Amendment to the MTIP, it reflects key funding decisions from the MTP. The MTIP only needs to be updated to reflect the intended schedule and funding for the implementation of those projects.

SACOG used extensive public participation processes, mirroring those contained in the Public Participation Plan for the current MTP 2035. The outreach was comprehensive, involving the broadest spectrum of transportation partners and interests. It involved many committees, workshops and community forums, and additional outreach.

Involvement in the Funding Program Stage

The priorities of the MTP drive the criteria for the SACOG funding programs. Placer County Transportation Planning Agency and El Dorado County Transportation Commission also consider the MTP priorities in the development of their funding programs. The public is encouraged to get involved during the development of the funding criteria and the selection of projects for funding through the various programs. SACOG's funding programs include Air Quality, Bicycle/Pedestrian, Regional Scale, Transit, and Transportation Demand Management.

Consultation and Coordination

SACOG, the Metropolitan Planning Organization (MPO) for the Sacramento Area Region, needs to consult with groups responsible for other types of planning activities that are affected by transportation in the area (i.e., state and local planned growth, economic development, environmental protection, land use management, conservation and historic preservation, airport operations, and freight interests) and other agencies such as Indian Tribal governments, federal land management agencies, and project sponsors. These provisions address the MPO's preparation of both the MTP and the MTIP.

SACOG staff consults and coordinates with agencies to ensure that the MTIP correctly defines project budgets, schedules and phasing for those programs and projects that are already part of the MTP and have been selected for funding. Priority-setting will have already been decided in the MTP, and the decisions for funding will have been made through the funding programs. The MTIP does not provide any additional information regarding environmental impacts beyond those found in the program-level environmental analysis prepared for the MTP. Further environmental review occurs at the project level when the lead agency prepares the specific environmental impacts report.

SACOG consults extensively with many agencies in the adoption of and subsequent revisions to the MTIP. Agencies include every city, county, transit provider, and air district in the SACOG region. SACOG also works closely with the two regional transportation planning agencies with which it has memorandums of understanding: the El Dorado County Transportation Commission and the Placer County Transportation Planning Agency. Generally, SACOG consults every agency, jurisdiction, and Indian Tribal Government that has a project programmed in the MTIP. Also, SACOG coordinates with regulatory agencies including Caltrans, the Federal Transit Administration, the Federal Highway Administration, and the Environmental Protection Agency.

SACOG uses two SACOG advisory committees as forums for discussion and consultation regarding the MTIP. All MTIP announcements and issues are brought before the Regional Planning Partnership and the Transit Coordinating Committee. Specific items for discussion include the schedule of upcoming MTIP amendments, announcements of special workshops, presentation of draft amendments, the draft MTIP, and draft Air Quality Conformity information.

SACOG also consults and coordinates by using e-mail notifications, hosting special workshops, and providing access to SACTRAK, the online database of MTIP projects where agencies can review and amend their programmed projects.

Identify Stakeholders and Target Audience

SACOG works to identify to identify stakeholders and engage stakeholders potentially affected by the MTIP. Since the MTIP implements the policy and investment priorities expressed by the public through the MTP, the MTIP and MTP stakeholders are the same. For the MTIP stage, SACOG engages stakeholders throughout the region with public noticing in large and small distribution newspapers, by listing new MTIPs, MTIP amendments and updates as agenda items for SACOG committee meetings, SACOG board meetings, the Regional Planning Partnership, and the Transit Coordinating Committee.

In addition to public noticing and meetings, SACOG maintains a free, subscription-based e-mail distribution list. This list is open to any member of the public who wishes to be informed of MTIP related changes or actions. The e-mail list also includes staff from member cities, counties, air districts, transit providers, and Indian Tribal governments. Timely MTIP information is distributed to recipients to alert the stakeholders of notices, information regarding the development or approval of a new MTIP, revisions, amendments, and other information as deemed appropriate.

Advisory Committees

SACOG depends on the input and feedback of two standing advisory committees in developing Draft Amendments and the Draft MTIP along with Air Quality Conformity information. The two committees are the Regional Planning Partnership (RPP) and Transit Coordinating Committee (TCC). In addition to regular briefings, SACOG presents Draft Amendments and the Draft MTIP to the committees for comments.

Regional Planning Partnership

The RPP consists of the five local air districts, representatives of the U.S. Environmental Protection Agency (EPA), California Air Resources Board (ARB), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and state and local transportation agencies. The RPP is SACOG's designated interagency consultation group for air quality conformity and transportation purposes. It also provides a forum for local agencies in the region's transportation industry to contribute to the policy-making and fund programming activities of SACOG and to improve coordination within the region. The RPP meets monthly. Each RPP meeting is held at the SACOG offices and is open to the public.

Transit Coordinating Committee

The TCC was established by the SACOG Board to assist in federal planning and oversight of transit activities in the region. Members are transit operators in the region, including Sacramento Regional Transit District, Paratransit, Inc., Folsom Stage Line, Yolo County Transportation District, Yuba-Sutter Transit, Roseville Transit, El Dorado Transit, South County Transit/Link, Unitrans, and Placer County Transit. SACOG provides support for service and planning coordination among the region's transit operators through this committee. The TCC meets at least quarterly. The TCC discusses current issues and updates on service and planning projects. Each TCC meeting is held in the SACOG offices and is open for public observation.

Public Access to Technical and Policy Information

SACOG seeks to keep every programming process transparent in order to maintain credibility with the public in compliance with the Brown Act and federal regulatory laws including SAFETEA-LU. In addition to legal requirements, SACOG will make reasonable accommodations to provide public access to technical and policy information.

SACOG seeks to make the MTIP and accompanying Air Quality Conformity documents easily accessible by posting all documents in a timely manner on the SACOG website at www.sacog.org and on the MTIP page at <http://www.sacog.org/mtip>. The website information can be made available in writing upon request. The SACOG website provides information about SACOG's projects and programs, the agency's structure and governing body, and upcoming public meetings

and workshops. It contains all of SACOG's current planning and programming documents and library publications. The site also includes Board and Committee meeting agendas and packet materials. Members of the public are able to listen online to recorded Board meetings via the website. These recordings are archived for several months.

Members of the public may also request to receive meeting agendas and materials through the U.S. mail, electronic notification, and may subscribe to SACOG's newsletter, which provides information about current projects and major Board and Committee actions.

SACOG encourages interested individuals to attend the Regional Planning Partnership, Transit Coordinating Committee, SACOG Board, and SACOG Committee meetings to express their views on the MTIP. MTIP items on the Board agenda usually come in the form of recommendations from the SACOG Transportation Committee. All SACOG meetings are open to the public. The public is encouraged to participate in Board and policy committee meetings. Agendas and meeting packets for all of SACOG's standing committees, the Board, RPP, and TCC are posted on the website approximately one week prior to each meeting. Written materials that accompany agenda items are often available on the website and are also made available to the public at committee meetings. Notices of these meetings, complete with the date, time, location, and preliminary agenda, are posted on SACOG's website at least 72 hours prior to each meeting and mailed out at least one week prior to the date of the meeting. Final agendas are posted 72 business hours in advance of the meeting time. The website also offers the ability for individuals to subscribe to agenda notifications for the various committees. SACOG notifies subscribers via e-mail whenever it posts a committee meeting agenda.

Distribution of Final Documents

Once an MTIP Amendment or MTIP is final, SACOG posts the documents along with accompanying Air Quality Conformity documents on the website and notifies the distribution list via e-mail. SACOG provides electronic and printed copies of the final documents on request. SACOG also distributes copies to local libraries and keeps copies in the SACOG library.

Response to Public Input

SACOG values the public comments it receives and wishes to share them with decision makers. Therefore, SACOG responds to each individual comment when feasible either via telephone or e-mail. When SACOG receives significant written or oral comments, staff will respond with an explanation of how concerns are being addressed. Also, SACOG staff will share these comments with the Transportation Committee and Board. In order to make sure comments are received in time for Committee and Board action, SACOG will close the public comment period at least one week before the Committee and Board meetings, so that the comments can be included in the agenda packets.

Review of Public Involvement Process

SACOG will periodically review its MTIP involvement processes and strategies to ensure their effectiveness and make changes as needed.

Brown Act

SACOG will comply with the Brown Act in its development of the MTIP, MTIP Amendments, and accompanying Air Quality Conformity documents. This includes conducting meetings that are open to the public at convenient and accessible locations that meet all Brown Act requirements. Also, agendas and items for discussion will be posted one week prior to public meetings.

Americans with Disabilities Act

SACOG will comply with all applicable portions of the Americans with Disabilities Act (ADA) in its development of the MTIP, MTIP Amendments, and accompanying Air Quality Conformity documents. This includes conducting meetings that are held in accessible locations and meet all requirements of the ADA. Also, SACOG will ensure wheelchair accessibility, elevators with floor numbers posted in Braille, communication devices for the hearing impaired, and provide sign language interpreters upon request.

Native American Indian Tribal Governments

SACOG will involve Indian Tribal governments in its development of the MTIP, MTIP Amendments, and accompanying Air Quality Conformity documents. This includes informing Indian Tribal governments and encouraging their input on the MTIP, inviting their participation, including them in the distribution of documents, and consultation during the development of the MTIP.

Environmental Justice Communities

In its development of the MTIP, MTIP Amendments, and accompanying Air Quality Conformity documents, SACOG will obtain input and feedback from low-income and minority groups, especially those that are considered underrepresented. This means engaging Environmental Justice (EJ) communities early in the MTIP development process, primarily during the MTP stage. During the MTP development process, SACOG will conduct special outreach to EJ groups, encourage them to participate in the planning process, seek feedback, and provide culturally appropriate materials in different languages.