



## Transportation Committee

July 25, 2013

### **Amended Public Participation Plan for Metropolitan Transportation Plan and Metropolitan Transportation Improvement Program**

**Issue:** Staff is recommending adoption of the Public Participation Plan.

**Recommendation:** None, this is for information only. The Government Relations & Public Affairs Committee is the acting committee for the recommendation to the Board of Directors.

**Discussion:** Federal transportation regulations (CFR § 450.316) require metropolitan planning organizations to adopt and periodically review a Public Participation Plan (PPP) to provide the public with opportunities to be involved in transportation planning processes and to describe the required interagency and member jurisdiction consultation for the Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS) and the Metropolitan Transportation Improvement Program (MTIP). Senate Bill 375 also requires specific outreach and communications for the Sustainable Communities Strategy to be included in the PPP. The current Public Participation Plan (PPP) was adopted in June 2011.

In March of this year, the Board released a draft amended PPP for a 45-day public comment period. During the comment period, staff received four comment letters. The letters are included in Attachment A. One change was made in response to comments received from the Sacramento Metropolitan Air Quality Management District, which specifies the use of Social Media as a tool for communications related to meetings, updates, or other information of stakeholder interest. The changes can be viewed in Attachment B which contains the recommended amendments extracted from the full PPP.

In response to Board commitments to stakeholders during the development of the current MTP/SCS, staff made specific revisions to clarify the member jurisdiction consultation process. The amendment also makes the following revisions: clarifications to the description of federal Title VI requirements, descriptions of the types of MTIP amendments, clarification on the federal status of Native American Tribal governments within the region, description of opportunities for comment on regional funding of projects, inclusion of required language from the Federal Transit Administration, and other minor edits. Minor edits are those that reduce duplicative information, update contact names or information, remedy grammatical errors, and/or delete inaccurate information. Minor edits are not included in Attachment B. Attachment C is the full PPP with strike through edits for the recommended amendments.

Approved by:

Mike McKeever  
Chief Executive Officer

MM:MH:gg  
Attachments

Key Staff: Kirk Trost, Chief Operating Officer/General Counsel, (916) 340-6120  
Matt Carpenter, Director of Transportation Services, (916) 340-6276  
Kacey Lizon, Senior Planner, (916) 340-6265  
Monica Hernández, Public Information Coordinator (916) 340-6237

April 26, 2013

To Whom It May Concern,

I am an attorney and community leader heavily involved in transit issues, among other matters. I have attended several SACOG meetings myself, and have listened to a number of constituents who have also attended. With all due respect, the repeated concern I hear from citizens is that the SACOG process is agenda driven, that SACOG representatives are not really listening/paying attention to voiced concerns during what is supposed to be a public participation process. I have gotten much the same feeling - that SACOG has already decided what is best, and is just going through the motions when it comes to having public forums.

In the PPP, it states "Demonstrate explicit consideration and response to public input received during the development of the MTP/SCS and the MTIP" (by the way, the read-only PDF format of the PPP does not allow for electronically copying any parts of it via computer, making it difficult if not impossible to parse through to comment on it). This concept of demonstrating explicit consideration and response to public input received should be more than just lip service.

To give a more concrete example, it appears to be SACOG's position that city's should be encouraging infill, and discouraging development on the periphery of city limits ("urban sprawl"), in order to promote more efficient transportation options. But the reality is that when development is pushed towards infill, it becomes much harder to include the elements of Universal Design in housing units. And not everyone wishes to reside in close quarters with no yard space. But these concerns seem to be ignored in favor of encouraging ever more infill development and discouraging growth beyond existing city borders to accommodate more efficient/less costly transit options. There are countervailing concerns that need to be addressed.

I hope you find this comment helpful/useful...

***Elaine Roberts Musser***

Attorney at Law

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May 1, 2013

Monica –

Thanks for the opportunity to review the PPP.

Overall, I think it is a good document. The only suggestion I have is to utilize the power of social media, both through partnering with target groups that have dedicated viewers/followers as well as generating SACOG's own posts, to reach out regarding meetings and to generate interest and engagement for projects. I think appropriate sections to discuss this would be A-4 and B-7.

Please let me know if you have further questions.

Christina

Christina Ragsdale, MA, APR

Communications Office

Sacramento Metropolitan Air Quality Management District

916-874-4810

[www.airquality.org](http://www.airquality.org)

[www.sparetheair.com](http://www.sparetheair.com)

May 1, 2013

Greetings All

The 16th Street, Raley Blvd from I-80 to the Sacramento/Placer County Line **MUST** be committed to **4 lanes** and funded prior to 2030 if Elverta Specific Plan and Placer Vineyards Developments get approved.

Placer Vineyards proposes a 4 lane roadway to line up with 16th street at the county line.

Dry Creek Road (DCR) can not handle the traffic that will be heading to the south from the two proposed Developments, in particular in the vicinity of the RL High School, RL Preparatory Academy, Dry Creek Elementary School and the Dry Creek West School. The Intersections of DCR/Eikhorn Blvd and DCR/G St are currently at a standstill/grid lock in the mornings and afternoons during school days.

Erwin Hayer

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From: Charhorseranch@aol.com  
Date: Mon, 29 Apr 2013 18:46:49 -0400  
Subject: Fwd: Fw: Notice of public comment period for Sacramento Area Council of Gover...  
To: Charhorseranch@aol.com

Erwin,

I don't know if you already have this but if not I think some of us from Elverta & Rio Linda need to send comments about 16th St. ASAP.

SACOG **must** move the 16th St. project for 4 lanes up in the priority list. We can't wait until 2030. By then it will be too late to save the Dry Creek Rd. neighborhood.

I'm also sending this to John Todd.

Charlea

June 14, 2013

Monica,

Thank you for the opportunity to comment on SACOG's draft Public Participation Plan. For RT there are 11 languages that meet FTA criteria for accommodating Limited English Proficiency (LEP) persons in the area: Spanish, Chinese, Russian, Vietnamese, Miao/Hmong, Ukrainian, Laotian, Tagalog, Korean, Punjabi and other Asian languages. Page 14 of your draft Public Participation Plan, Environmental Justice and Limited English Proficiency Community section, only acknowledges the Spanish community. RT translates key information into five languages: Spanish, Chinese, Vietnamese, Hmong and Russian as well as other languages upon request or warranted in specific minority areas per a specific project.

Your DOT four-factor LEP analysis is referred to in this section. Your findings should be comparable to RT's LEP analysis that identifies the LEP needs go beyond Spanish.

Please feel free to contact me for additional information.

Tom Quigley  
Director, Planning  
Sacramento Regional Transit District  
PO Box 2110  
Sacramento, CA 95812-2110  
(916) 556-0507

## **SACOG Response to Sacramento Regional Transit Comments on draft Public Participation Plan**

July 11, 2013

Dear Tom,

Thanks again for taking the time to comment on SACOG's draft Public Participation Plan (PPP). Below is a response to your comment letter prepared by Sharon Sprowls who is SACOG's Title VI Coordinator, she is also included in this email should you have any additional questions for her. We typically don't provide formal responses to comments on the PPP, but because your comments will not result in a change to the PPP, we wanted to explain the rationale for not incorporating your recommendations.

SACOG's Limited English Proficiency (LEP) analysis is different from Regional Transit's and led us to focus more on the Spanish-speaking community. Because SACOG is a regional agency, our four-factor analysis covers the six-county region. Per our analysis, the six most frequently spoken languages in the region other than English are Spanish (12.7 percent), Chinese (1.8 percent), Russian (1.2 percent), Tagalog (1.6 percent), Vietnamese (1.1 percent) and Hmong (1.1 percent). However, many of these people also speak English very well. Per our analysis, Spanish-speakers are the only population representing more than 5 percent of any individual county's population, or of the region's population, identified as not speaking English very well.

DOT's LEP guidance recognizes that resources are limited so calls upon agencies to assess the importance to the LEP population of their programs, services, and activities and their available resources. Unlike RT, upon whom many limited English speakers depend daily for their transportation, SACOG's services are generally not so immediate. As noted in our LEP plan, there are a few exceptions (e.g., 511, emergency call boxes, unmet transit needs hearings). We provide support for languages other than English in these cases, and we routinely offer translation services upon request for public workshops and hearings, such as for the unmet transit needs process and MTP/SCS. Notification for unmet transit needs hearings, transit surveys, and MTP/SCS workshops and hearings are always provided in Spanish. Despite significant attempts at outreach over the years, we have had limited demand for translation services. We do have staff members who speak Spanish, Hindi, Korean and Chinese, and have worked with nonprofit agencies serving LEP populations, professional translators and sign language interpreters to ensure language support is available if needed.

We've attached our LEP Plan which was completed and accepted by FTA in 2012, in case you'd like more detail on our analysis and the various ways we try to insure the LEP population in our region can participate in our programs and services.

Thank you again and please don't hesitate to contact Sharon or me with any additional comments or questions.

Best,

**Monica Hernandez**

SACOG

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Sacramento, CA 95814

916.340.6237

ATTACHMENT B – Extracted draft changes for 2013 PPP Amendment

Page 1: Introduction

The Sacramento Area Council of Governments has developed this Public Participation Plan (PPP) as a guide to meeting the federal requirements for public involvement outlined in ~~various~~ federal and state regulations. 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:

Page 2: Public Input on the Public Participation Plan

~~In addition to recommendations received from various organizations and individuals, SACOG held a publicly noticed hearing and made the PPP available for public comment during a 45-day period from February 11, 2011 to March 28, 2011.~~ This plan was available for public comment April 26- June 28, 2013. Notice of the public comment period was sent to appropriate stakeholder organizations, agencies and interested parties, the PPP working group, to those persons and organizations who regularly receive monthly agendas, 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.~~

Page 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. Under Title VI, the U.S. Department of Transportation (DOT) has oversight responsibility for ensuring that recipients do not use DOT funds to subsidize discrimination based on race, color or national origin.

Presidential Executive Order 13166 requires federal agencies to implement measures to ensure that people who speak limited English have meaningful access to programs and activities that are conducted and/or funded by the federal government, consistent with Title VI of the Civil Rights Act of 1964. Both DOT and the Federal Transit Administration (FTA) have implemented guidance or directives in furtherance of Executive Order 13166.

FTA Circular 4702.1B took effect on October 1, 2012 to provide recipients of FTA financial assistance with guidance and instructions necessary to carry out DOT Title VI regulations (49 CFR part 21) and to integrate into their programs and activities considerations expressed in the Department’s Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient (“LEP”) Persons (70 FR 74087, December 14, 2005).”

Circular 4702.1B requires that MPOs submit to the state and FTA every three years a Title VI Program that includes:

A public participation plan that includes an outreach plan to engage minority and limited

English proficient populations, as well as a summary of outreach efforts made since the last Title VI Program submission. A recipient's targeted public participation plan for minority populations may be part of efforts that extend more broadly to include other constituencies that are traditionally underserved, such as people with disabilities, low-income populations, and others.

In compliance with guidance and rules issued by DOT and FTA, the SACOG Board adopted a Plan for Special Language Services to Limited English Proficient (LEP) Populations (LEP Plan) in June 2012. SACOG's Title VI Program, including the LEP Plan, was submitted to FTA in July 2012 and is posted on SACOG's website. SACOG continues to take reasonable steps to ensure that all persons have meaningful access to its programs, services, and information, at no additional cost.

#### Page 5: **DEVELOPMENT OF A PUBLIC PARTICIPATION PROCESS**

A public involvement process should be developed for individual planning projects 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. A **timeline** for public participation activities should be laid out in relation to the project's milestones and provide reasonable opportunity for member jurisdiction consultation.

#### Page 7: A.2 Consultation and Coordination with Member Jurisdictions and Partner ~~Other~~ Agencies

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

In developing the MTP, SACOG will consult with member jurisdictions, partner 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, freight movements, congestion management and transportation agencies, and transportation commissions) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, the MTP will be developed with due consideration of other related planning activities within the metropolitan area and SACOG will provide reasonable opportunity for city councils and boards of supervisors to provide input on the MTP.

SACOG interagency consultation procedure, as required by 40 CFR §93.105, will be utilized to ensure appropriate consultation with federal, state, and local agencies, resolution of conflicts, and public consultation takes place. SACOG will provide reasonable opportunity for consultation with city councils and boards of supervisors, state air agencies, local air quality and transportation agencies, the United States Department of Transportation (USDOT), 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.

#### Page 7: A.3 Identify Stakeholders and Target Audience

SACOG strongly encourages public involvement from individuals and groups of individuals who reside, have interest, 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 schools ~~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, and/or 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.
- Affordable housing advocates, neighborhood groups, transit and active transportation advocates, environmental advocates, home builder representatives, broad-based business organizations, landowners, commercial property interests, ~~and~~ home owner associations and public health organizations.

#### Page 9: A.6 Visualization Techniques and Public Access to Information

SACOG seeks to provide public access to printed, graphic and 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](http://www.sacog.org)) includes information about SACOG, transportation planning activities, a calendar of meetings and events, and a request form to receive information, notices and updates on the MTP/SCS and accompanying SCS/APS. Accessing the SACOG website will give the public an opportunity to review current transportation planning activities and to comment on those of interest. On the SACOG website is the SCS Information Center. SACOG's Sustainable Community Strategy (SCS) relies on detailed communication with local jurisdictions about their land use plans, regional forecasted growth, and progress towards achieving regional greenhouse gas reduction targets. The SCS Information Center contain web-based information created with local jurisdiction staff center that provides local jurisdictions with SCS land uses

and detailed information developed in SACOG's state of the art travel forecasting system. The SCS Information Center allows local governments and SACOG to update information on regional land use activity (planning and building) continuously for use in future MTP/SCS updates, and facilitates member jurisdiction grant applications.

Page 11: A.9 Review of Public Involvement Process

FTA Circular 4702.1B requires that every three years, MPOs submit a Title VI program, approved by the Board, including the Public Participation Plan and a summary of outreach efforts made since the last Title VI Program. 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 the FTA during certification reviews to assure that full and open access is provided to MPO decision-making processes. Including an evaluation component in the Public Participation Plan is important to allow SACOG staff to make necessary adjustments 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, and project designs which reflect an understanding and consideration of public input.

Page 13: 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, Auburn Transit, Lincoln Transit, Davis Community Transit, Paratransit, Inc., Folsom Stage Line, Yolo County Transportation District, Yuba-Sutter Transit, Roseville Transit, El Dorado Transit, South County Transit/Link, Unitrans, e-tran 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~~ monthly to discuss current issues and updates on service and planning projects. Each TCC meeting is open for public observation and is held at the SACOG offices. *The same edits are duplicated on page 26.*

### **Public Access to Technical and Policy Information**

SACOG strives for transparency in the MTP planning process in order to maintain credibility with the public. In addition to legal requirements, SACOG will make reasonable effort to provide public access to technical and policy information to the public.

Members of the public may request meeting agendas and materials through the U.S. mail, and may subscribe to SACOG's ~~monthly~~ newsletter the *Regional Report*, which provides information about major Board and Committee actions.

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](http://www.sacog.org) and on the MTP page at [www.sacog.org/update](http://www.sacog.org/update). The SACOG website provides information about

SACOG's projects and programs, agency structure and governing body, and upcoming workshops and public meetings with agenda and accompanying materials. Members of the public are able to listen live 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 but are information items discussed at the Land Use & Natural Resources and Government Relations & Public Affairs committees. -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. Notice of meeting date, time and location are posted online at [sacog.org/calendar](http://sacog.org/calendar) 72 hours prior to a meeting and mailed out one week prior. Final meeting agendas and related materials are posted 72 business hours prior to meeting time. In addition to meeting notices, agendas, and materials, the website offers subscription to agenda notifications for the various committees. SACOG notifies subscribers via e-mail whenever it posts a committee meeting agenda. To subscribe for notifications, go to [sacog.org/calendar/notifications](http://sacog.org/calendar/notifications).

#### Page 15: Environmental Justice and Limited English Proficiency 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. To develop the Limited English Proficiency Plan (LEP Plan), SACOG undertook DOT's four-factor LEP analysis. The analysis identified the most significant group requiring language assistance as the Hispanic/Latino population. SACOG publicizes MTP/SCS county workshops through fliers in English and Spanish. Media releases are sent to non-English language media outlets. Staff also works with community-based organizations that serve LEP populations to support outreach and participation. Language translation services for public meetings are offered upon request. SACOG regularly secures Spanish translation support for public meetings and workshops in areas with high concentrations of Spanish-speakers.

#### Page 17: 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~~ periodically 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.

Page 24:

B.2 Information Via the Internet and Social Media

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

Page 28: Environmental Justice and Limited English Proficiency 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 communities early in the MTIP development process, primarily during the MTP stage. During the MTP development process, SACOG will conduct special outreach to environmental justice and Limited English Proficiency groups, encourage their participation in the planning process, seek feedback, and provide culturally appropriate materials in different languages, when feasible.

Page 28: **NATIVE AMERICAN INDIAN 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 acts of Congress 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.

Page 31:

**Planners Committee**

This twenty-eight-member committee consists of the planning directors (or their designees) of each of SACOG's member jurisdictions, and other interested stakeholders including but not limited to housing agencies, developers, and equity, public health and affordable housing advocates. 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. SACOG Staff: Greg Chew (meets on call)

Page 30:

### **~~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 VaughanBechtold (meets annually) *No longer meets*~~

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## ATTACHMENT C - FULL PPP TEXT WITH STRIKETHROUGH EDITS

### SECTION ONE - PUBLIC PARTICIPATION PLAN AND PROCESS

#### INTRODUCTION

The Sacramento Area Council of Governments has developed this Public Participation Plan (PPP) as a guide to meeting the federal requirements for public involvement outlined in ~~various~~ federal and state regulations. 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/SCS) adoption and the Metropolitan Transportation Improvement Program (MTIP) adoption and amendments;**
- Provide **timely notice** and reasonable access to information about transportation issues and processes;
- Employ **visualization techniques** to describe the MTP /SCS and MTIP;
- Make public information (technical information and meeting notices) available in electronically **accessible formats** and means, such as the World Wide Web;
- Hold public **meetings at convenient and accessible locations and times;**
- Demonstrate **explicit consideration and response to public input** received during the development of the MTP/SCS and the MTIP;
- Seek out and **consider the needs of those traditionally underserved** by existing transportation systems, such as low-income and minority communities, who may face challenges accessing employment and other services;
- **Provide additional opportunity for public comment** if the final MTP/SCS or MTIP differs significantly from the version that was made available for public comment by 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 PPP was developed 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. 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.

## Public Input on the Public Participation Plan

~~In addition to recommendations received from various organizations and individuals, SACOG held a publicly noticed hearing and made the PPP~~ This plan was available for public comment ~~during a 45-day period from February 11, 2011 to March~~ April 26-June 28, 2014<sup>3</sup>. Notice of the public comment period was sent to appropriate stakeholder organizations, agencies and interested parties, the PPP working group, to those persons and organizations who regularly receive monthly agendas, 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 PPP is designed to assist SACOG staff in implementing an effective public participation process through a variety of strategies. The PPP provides staff with a menu of techniques or activities from which they can tailor their specific plan or 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 plans and 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.

## **GUIDANCE ON THE PUBLIC PARTICIPATION PLAN AND PROCESS—STATE AND FEDERAL REQUIREMENTS FOR PUBLIC PARTICIPATION**

SACOG's key planning and programming activities are the Metropolitan Transportation Plan (MTP/SCS) and the Metropolitan Transportation Improvement Program (MTIP).

SACOG is the MPO responsible for developing the state and federally required MTP/SCS 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/SCS. The MTP/SCS is a plan for transportation improvements in the six county region that covers at least 20 years and is based on the projections for growth in population, housing and jobs.

Federal law requires the MTP/SCS 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/SCS 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. The MTIP signifies the start of implementation of the programs and policies approved in the MTP/SCS. It is the four year implementation of the MTP/SCS. SACOG is required to update the MTIP ~~#~~ per federal law, SACOG updates it

every other year.

Several federal and state 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)~~

SACOG is the MPO for the six-county Sacramento region. ~~SAFETEA-LU states that the Metropolitan Planning Organization (MPO) shall~~ SACOG is required to develop and use a documented participation plan that defines a process for providing residents, 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. Under Title VI, the U.S. Department of Transportation (DOT) has oversight responsibility for ensuring that recipients do not use DOT funds to subsidize discrimination based on race, color or national origin.

Presidential Executive Order 13166 requires federal agencies to implement measures to ensure that people who speak limited English have meaningful access to programs and activities that are conducted and/or funded by the federal government, consistent with Title VI of the Civil Rights Act of 1964. Both DOT and the Federal Transit Administration (FTA) have implemented guidance or directives in furtherance of Executive Order 13166.

FTA Circular 4702.1B took effect on October 1, 2012 to provide recipients of FTA financial assistance with guidance and instructions necessary to carry out DOT Title VI regulations (49 CFR part 21) and to integrate into their programs and activities considerations expressed in the Department's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient ("LEP") Persons (70 FR 74087, December 14, 2005)."

Circular 4702.1B requires that MPOs submit to the state and FTA every three years a Title VI Program that includes:

A public participation plan that includes an outreach plan to engage minority and limited English proficient populations, as well as a summary of outreach efforts made since the last Title VI Program submission. A recipient's targeted public participation plan for minority populations may be part of efforts that extend more broadly to include other constituencies that are traditionally underserved, such as people with disabilities, low-income populations, and others.

In compliance with guidance and rules issued by DOT and FTA, the SACOG Board adopted a Plan for Special Language Services to Limited English Proficient (LEP) Populations (LEP Plan) in June 2012. SACOG's Title VI Program, including the LEP Plan, was submitted to FTA in July 2012 and is posted on SACOG's website.



SACOG continues to take reasonable steps to ensure that all persons have meaningful access to its programs, services, and information, at no additional cost.

### **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, communication 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. The building in which SACOG resides was constructed in 2003 to comply with ADA accessibility standards.

### **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. The Order defines minority populations 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 government-to-government relationships with Indian tribes, and to reduce the imposition of unfunded mandates upon Indian tribes.

### **Senate Bill 375 — *Redesigning Communities to Reduce Greenhouse Gas Emissions***

Senate Bill 375 (SB375)(Steinberg) prompts regional planning to reduce greenhouse gas (GHG) emissions from cars and light trucks through coordinated planning for long range transportations plans and regional land use plans. The bill provides emission-reducing goals for which regions can target, and provides incentives for local governments and developers to follow new strategically-planned growth patterns. SB 375 also makes it easier for communities to develop different housing and transportation options. SB 375 focuses on reducing vehicle miles traveled (VMT) and urban sprawl in order to meet the goals of Assembly Bill 32: The Global Warming Solutions Act of 2006, which sets goals for GHG emissions reduction. Reductions in VMT can be accomplished through planning for more compact development, jobs-housing balance, and multiple transportation options. The SACOG regional Blueprint, adopted in 2004, plans for such growth through 2050. The regional Blueprint was developed over a three year process and engaged over 5,000 stakeholders and local ~~electeds~~elected officials.

### **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: 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 §93.127).***

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 they have potentially adverse emissions impacts for any reason.

## **DEVELOPMENT OF A PUBLIC PARTICIPATION PROCESS**

A public involvement process should be developed for individual planning projects 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. A **timeline** for public participation activities should be laid out in relation to the project's milestones. and provide reasonable opportunity for member jurisdiction consultation.
6. The Public Participation Process should be **reviewed and approved** by the directors and managers, as needed.

## **DEVELOPMENT OF A PROACTIVE PUBLIC INVOLVEMENT PROCESS**

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, to implementation of 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 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 community involvement** 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 interests and concerns are considered in the transportation planning process;
- **Breaks down historical barriers between jurisdictions, neighborhoods, and individuals** by ensuring diverse and representative groups 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 express their views and hear those of others.

## **SECTION TWO - 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/SCS) 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/SCS also incorporates plans 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/SCS. 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/SCS 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 inter-regional travel, and the environmental impacts related to travel. The MTP/SCS 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.

### **REQUIRED ACTIVITIES FOR PUBLIC PARTICIPATION INPUT**

**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 plans or 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.

Activities A.1–A.12 are required activities for public participation for MTP/SCS adoption and the accompanying sustainable communities strategies (SCS) and/or alternative planning strategy (APS). 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.

## **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.

## **A.2 Consultation and Coordination with ~~Other~~ Member Jurisdictions and Partner Agencies**

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

In developing the MTP/SCS, SACOG will consult with member jurisdictions, partner 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, freight movements, congestion management and transportation agencies, and transportation commissions) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, the MTP/SCS will be developed with due consideration of other related planning activities within the metropolitan area and SACOG will provide reasonable opportunity for city councils and boards of supervisors to provide input on the MTP/SCS.

SACOG interagency consultation procedure, as required by 40 CFR §93.105, will be utilized to ensure appropriate consultation with federal, state, and local agencies, resolution of conflicts, and public consultation takes place. SACOG will provide reasonable opportunity for consultation with city councils and boards of supervisors, state air agencies, local air quality and transportation agencies, the United States Department of Transportation (USDOT), 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/SCS 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.

## **A.3 Identify Stakeholders and Target Audience**

SACOG strongly encourages public involvement from individuals and groups of individuals who reside, have interest, 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~~ schools 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, and/or 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.
- Affordable housing advocates, neighborhood groups, transit and active transportation advocates, environmental advocates, home builder representatives, broad-based business organizations, landowners, commercial property

interests ~~and~~ home owner associations and public health organizations.

As appropriate, 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 interested individuals and groups. The mailing list can be sorted by specific categories according to SACOG sub regions.

#### **A.4 Public Hearings and Public Information Meetings**

A public hearing is a formal way to gather resident comments and positions for public record and input into the decision-making process. Decision-maker leaders hear directly from the public prior to a decision point. SACOG will hold public hearings as appropriate based on the actions required.

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 provide media releases to non-English media in the region citing the time, date, and location 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, upon request, 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.

Notice of SCS/APS information meeting(s) shall be sent to the clerk of the board of supervisors and to each city clerk.

2. **Public Hearings:** Public hearings will occur during noted SACOG meetings 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/SCS in order to give the public more opportunity to provide their input. For the SCS/APS, SACOG will hold at least three public hearings. To the extent feasible, the hearings shall be in different parts of the region to maximize the opportunity for participation.
3. **Public Workshops:** After receipt of the technical report from the Regional Targets Advisory Committee (RTAC), SACOG shall conduct one public workshop within the region.
4. **Informational Meetings:** SACOG shall conduct two informational meetings in each county within the region of members of the board of supervisors and city councils on the SCS and/or APS. SACOG may conduct one informational meeting per county if it is attended by representatives of the county board of supervisors and city council members representing a majority of the populations in the incorporated areas of that county. The

purpose of the meeting shall be to present a draft SCS/APS to the members of the board of supervisors and the city council in that county to solicit and consider their input and recommendations.

5. **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.

The public comment period for the MTP/SCS and MTIP will be in accordance with 23 CFR 450.

6. **Changes in Final Plans:** If any of SACOG's final plans/programs 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 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. See MTP/SCS or MTIP for specific information.

## A.5 Advisory Committees

The SACOG Board has established a number of advisory committees as a means of obtaining advice from residents 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 residents 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, specifically with an interest in creating and maintaining diversity on those committees. SACOG staff presents plans, data, 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; in some cases transit, railroad, and trucking representatives have been added to technical committees to lend their expertise. SACOG also created two committees, the Goods Movement Advisory Group and the Bicycle and Pedestrian Advisory Committee. The Goods Movement Advisory Group provides input from the private sector during plan development.

The current federal transportation act, ~~SAFETEA-LU~~, Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21), provides that residents, 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, with regard to the MTP/SCS. 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 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 basis to address the plan's effectiveness and periodic update.

All SACOG advisory committee 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 and 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](http://www.sacog.org)) includes information about SACOG, transportation planning activities, a calendar of meetings and events, and a request form to receive information, notices and updates on the MTP/SCS and accompanying SCS/APS. Accessing the SACOG website will give the public an opportunity to review current transportation planning activities and to comment on those of interest. SACOG is currently developing the SCS Information Center, which will be on the SACOG website. SACOG's Sustainable Community Strategy (SCS) relies on detailed communication with local jurisdictions about their land use plans, regional forecasted growth, and progress towards achieving regional greenhouse gas reduction targets. The SCS Information Center will contain web-based information developed in collaboration with local jurisdictions. The SCS Information Center will provide SCS information developed in SACOG's state of the art travel forecasting system. The SCS Information Center will allow local governments and SACOG to update information on regional land use activity (planning and building) and facilitate member jurisdiction grant applications.

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 phone call, e-mail, letter, or public testimony, is documented by SACOG staff. Inquiries receive a response 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/SCS (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/SCS.

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 the FTA during certification reviews to assure that full and open access is provided to MPO decision-making processes. Including an evaluation component in the Public Participation Plan is important to allow SACOG staff to make necessary adjustments 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, and project designs which reflect an understanding and consideration of public input. FTA Circular 4702.1B requires that every three years, MPOs submit a Title VI program, approved by the Board, including the Public Participation Plan and a summary of outreach efforts made since the last Title VI Program.

## A.10 The Brown Act

The Ralph M. Brown Act (California Government Code Section 54950–54962) governs the meetings 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 the public, and 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 the 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. The building SACOG resides in 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 with on a government-to-government basis. Section Three of the PPP 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/SCS 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/Pacific Islander, Hispanic and Alaskan Native and 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.

## **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/SCS.

## **ADVISORY COMMITTEES**

SACOG depends on the input and feedback of three standing advisory committees in developing the Draft MTP/SCS. 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/SCS to the committees for comments.

### **Regional Planning Partnership**

The Regional Planning Partnership (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 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, Auburn Transit, Lincoln Transit, Davis Community Transit, Paratransit, Inc., Folsom Stage Line, Yolo County Transportation District, Yuba-Sutter Transit, Roseville Transit, El Dorado Transit, South County Transit/Link, Unitrans, e-tran 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~~ monthly to discuss current issues and updates on service and planning projects. Each TCC meeting is open for public observation and is 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 strives for transparency in the MTP/SCS planning process in order to maintain credibility with the public.

In addition to legal requirements, SACOG will make reasonable effort to provide public access to technical and policy information to the public.

Members of the public may request meeting agendas and materials through the U.S. mail, and may subscribe to SACOG's ~~monthly~~ newsletter the *Regional Report*, which provides information about major Board and Committee actions.

SACOG seeks to make the MTP/SCS and accompanying Air Quality Conformity documents easily accessible by posting all documents in a timely manner on the SACOG website at [www.sacog.org](http://www.sacog.org) and on the MTP/SCS page at [www.sacog.org/update](http://www.sacog.org/update). The SACOG website provides information about SACOG's projects and programs, agency structure and governing body, and upcoming workshops and public meetings with agenda and accompanying materials. Members of the public are able to listen live 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/SCS. MTP/SCS items on the Board agenda usually come in the form of recommendations from the SACOG Transportation Committee, but are information items discussed at the Land Use & Natural Resources and Government Relations & Public Affairs committees. 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. Notice of meeting date, time and location are posted online at [sacog.org/calendar](http://sacog.org/calendar) 72 hours prior to a meeting and mailed out one week prior. Final meeting agendas and related materials are posted 72 business hours prior to meeting time. In addition to meeting notices, agendas, and materials, the website offers subscription to agenda notifications for the various committees. SACOG notifies subscribers via e-mail whenever it posts a committee meeting agenda. To subscribe for notifications, go to [sacog.org/calendar/notifications](http://sacog.org/calendar/notifications).

### **Distribution of Final Documents**

Once an MTP/SCS is adopted, SACOG posts the document and 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](http://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 over 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.

## **Review of Public Involvement Process**

SACOG will periodically review its MTP/SCS involvement processes and strategies to ensure their effectiveness and make any necessary changes.

## **Brown Act**

SACOG will comply with the Brown Act in its development of the MTP/SCS. 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/SCS. This includes conducting meetings that are held in accessible locations that 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/SCS. This includes informing Indian Tribal governments and encouraging their input on the MTP/SCS, inviting their participation, including them in the distribution of documents, and consultation during the development of the MTP/SCS.

## **Environmental Justice and Limited English Proficiency Communities**

In its development of the MTP/SCS, 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/SCS 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. To develop the Limited English Proficiency Plan (LEP Plan), SACOG undertook DOT's four-factor LEP analysis. The analysis identified the most significant group requiring language assistance as the Hispanic/Latino population. SACOG publicizes MTP/SCS/ county workshops through fliers in English and Spanish. Media releases are sent to non-English language media outlets. Staff also works with community-based organizations that serve LEP populations to support outreach and participation. Language translation services for public meetings are offered upon request. SACOG regularly secures Spanish translation support for public meetings and workshops in areas with high concentrations of Spanish-speakers.

## **OPTIONAL ACTIVITIES**

### **B.1 Public Meetings, Workshops and Open Houses**

Public meetings provide residents with a forum to bring their opinions and ideas into the planning process and exchange information with a wide representation 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 resident 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 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, 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 Resident 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 interests 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.

Resident 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 through interactive exercises. Staff and trained facilitators are made available to assist participants.

Resident 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 residents 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, and 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~~ periodically 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](http://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 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 utilize a special website as a public participation tool. The Metropolitan Transportation Plan ([www.sacog.org/update](http://www.sacog.org/update)) and the Blueprint ([www.sacregionblueprint.org](http://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 related 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 hosting of meetings or video presentations can help make an otherwise technical issue more understandable to the general public. In many communities, religious organizations serve as gathering places where community issues are discussed. Providing information and establishing contacts with congregations provides a central location of potentially interested residents. 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.

## **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 residents in the SACOG 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 transportation alternatives investment 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 opinion research for the MTP for 2035. Research included a random-sample phone survey, a random-sample online survey, a self-sampled on-line survey, and random-sampled focus groups. Specific focus groups were 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 3 poll. Over 55,000 viewers watched the program and more than 1,300 viewers responded to the online poll.

The activities that follow describe the public input process for the MTP2035, which will influence future MTP updates. 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 the 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

## **EVALUATING A PUBLIC PARTICIPATION PROCESS**

Evaluation of a Public Participation Process is key to ensuring that the activities and techniques are meeting the desired goals set forth. Evaluation tools include, but are not limited to:

### **Surveys:**

Surveys can be conducted electronically or at the conclusion of meetings. Key questions might include:

- Was the information easy to understand and relevant to you?
- How did you hear about this meeting? What other suggestions for notification would you suggest?
- What information would you like to see included in the future?
- Can you provide contact information for community groups or other interested parties for us to contact?

### **Focus Groups:**

Focus groups can be formed around a topic or target audience. A special group may be asked to meet to inform techniques used to reach a specific minority population or target a geographic region or assess the techniques outlined in the Public Participation Process.

### **Quantitative analysis:**

Calculate the number of persons attending a meeting or workshop based on the number of persons invited, the regional representation and/or the socio-economic diversity of participants. Additional quantitative analysis could include number of web hits on a project specific site during and after outreach efforts.

## **HOW TO DEVELOP A PUBLIC PARTICIPATION PROCESS**

Based on the required and optional activities outlined in Section ~~One~~Two, the chart on the next page is a recommended outline of a Public Participation Process which should assist staff in developing a well-thought-out and effective plan.

## **SECTION THREE - PUBLIC PARTICIPATION PROCESS FOR THE MTIP**

### **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, and 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 (MTIP) 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 according to the definition in federal air quality conformity regulations. 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. Between adoptions, the MTIP is periodically revised through either administrative modifications or amendments to maintain up-to-date project information. 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 (and subsequent amendments) must therefore include a financial plan that demonstrates sufficient financial capacity exists to implement programmed projects. Adoption of the MTIP must be accompanied by an evaluation and Determination of Air Quality Conformity. Similarly, as the MTIP is amended, SACOG must periodically evaluate conformity.

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. Also, all projects included in the MTIP must be consistent with the SACOG Metropolitan Transportation Plan (MTP/SCS).

### **REQUIRED ACTIVITIES**

#### **A.1 Define Purpose and Objectives for Public Involvement**

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

#### **A.2 Consultation and Coordination with Other Agencies**

- a. **Determine appropriate agencies with which to consult** (e.g., EPA, FTA, FHWA, Native American Indian tribal governments, California Air Resources Board (ARB), California Department of Transportation (Caltrans), congestion management agencies, air districts, transit operators, regional transportation planning agencies (RTPAs), environmental resource agencies, local planning/public works departments).

#### **A.3 Identify Stakeholders and Target Audience**

- a. **Identify target audience** (e.g., general public)
- b. **Determine strategies to reach traditionally underserved residents.**
- 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, disabled, environmental justice, senior, and minority advocacy and service groups)

- d. **Identify distribution 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.)

#### **A.4 Public Hearings and Review and Comment Period Process**

Determine the appropriate process for public hearings and public review and comment periods.

##### **a. Notification of a Public Hearing**

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, media release, fax)?
5. How long before hearing date will notices need to be posted?

##### **b. 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?

##### **c. Public comment periods**

1. How long the comment period will be based on the type of action being taken (e.g., 7 or 30 days)?

#### **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 Advisory 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; estimates of funds available, project selection process and analytical methodology; transportation and air quality model, technical supporting documents)?
- b. **Where 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 document to commenters)?
- b. What input level will determine Direct or Consolidated response?

**A.10 The Brown Act**

How will the process 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 process will comply with the requirements (contract review, specially-trained staff)?

**A.12 Native American Indian Governments**

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

**A.13 Environmental Justice and Underserved Communities**

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

**OPTIONAL ACTIVITIES**

**B.1 Newsletters**

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

## **B.2 Information Via Internet and Social Media**

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

## **B.3 Speakers' Bureau**

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

## **TYPES OF MTIP ACTIONS**

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

1. ~~1.~~ Adoption
2. Revision
  - a. Administrative Modification
  - b. Amendment
3. Technical Corrections and Use of Expedited Project Selection Procedures

SACOG ~~generally~~ adopts a new MTIP every two years and revises it periodically to keep projects current. A project sponsor may only proceed with a federal phase of work once the MTIP lists its project correctly. Because of the fluctuating nature of transportation projects nearing implementation, the MTIP requires frequent updates and revisions. Federal regulations allow for two types of revisions to the MTIP: Administrative Modifications and Amendments. SACOG has broken these revisions down further into five revision types (see below). Generally, SACOG processes Amendments regularly, approximately six per year, while Administrative Modifications occur more often, approximately twelve per year.

### **1. Adoption**

SACOG adopts a new MTIP every two years, although federal guidelines only require a new ~~TIP at least~~ MTIP every four years. As part of the adoption, 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 determination and analysis or a determination that relies on a previous analysis.

### **2. ~~2.~~ Revision**

#### **a. ~~Administrative Modifications and Amendments~~ 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. 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 several months, whereas Administrative Modifications typically take less than a month.~~

~~The criteria for Administrative Modifications and Amendments are defined in SAFETEA-LU (Title 23, CFR part~~

~~450.104). The Federal Highway Administration, Federal Transit Administration, and Caltrans agreed on November 17, 2008 administrative modification procedures. The procedures are posted online at [www.dot.ca.gov/hq/transprog/federal/proc\\_guide.htm](http://www.dot.ca.gov/hq/transprog/federal/proc_guide.htm). SAFETEA-LU describes~~ describe this action as a minor revision to the MTIP ~~which does~~ and regulations do not require it undergo public review. An Administrative Modification may take one or two weeks to process and may include minor changes to the cost of a project/ project or phase costs, and minor changes to funding sources of previously included projects. SACOG has defined ~~the processing of an administrative modification~~ Administrative Modification as a “Type 1 ~~Action:~~” revision. See below for types of MTIP revisions and also see Table on page 52 for the breakdown of requirements for each revision type.

b. Amendment: ~~SAFETEA-LU describes~~

Regulations describe this action as a significant change to the MTIP. An ~~a~~ 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,~~ (MTP) 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 completion or the number of through-traffic lanes).~~ MTIP. An Amendment (often referred to as a Formal Amendment) may take several months to process.

~~SACOG has defined Amendments into four different classifications which require different public review and processing actions:~~

### **3. Technical Corrections and ~~Advancement or Delay of Funds using~~ Use of 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 at the end of the fiscal year to ~~reflect~~ ensure that the MTIP reflects these advances and delays.

#### **Types of Revisions**

SACOG has ranked Administrative Modifications and Amendments into five different revision types which require different levels of public review and processing actions:

Type 1: This is an Administrative Modification. The criteria for Administrative Modifications and Amendments are defined in Title 23, CFR part 450.104. Also, the Federal Highway Administration, Federal Transit Administration, and Caltrans agreed on California-specific administrative modification procedures on June 3, 2011. Those procedures are posted online at [www.dot.ca.gov/hq/transprog/federal/proc\\_guide.htm](http://www.dot.ca.gov/hq/transprog/federal/proc_guide.htm). SACOG received delegated approval authority from Caltrans for Administrative Modifications, such that no other action is required once SACOG has approved an Administrative Modification. (Approval required by SACOG management.)

~~Type 2—This type of amendment is used when processing funding changes that are greater than what is allowed as a minor change or administrative modification. The projects which are being amended do not change in design concept and scope and the conformity analysis years as assumed for the regional emissions analysis of the currently conforming MTP and MTIP remain unaltered.~~ This is an Amendment that makes a funding change

that is greater than what is allowed as an Administrative Modification. The projects in a Type 2 revision do not change in design concept or scope and the conformity analysis years as assumed for the regional emissions analysis of the currently conforming MTP and MTIP remain unaltered. (Approval required by SACOG management, Caltrans and Federal Department of Transportation.)

Type 3—~~This type of amendment is used when significantly revising or adding/deleting an exempt or non-regionally significant project or project phases to/from the MTIP.~~ This is an Amendment that significantly revises, or adds, or deletes an exempt or non-regionally significant project or project phases to/from the MTIP. (Approval required by SACOG management, Caltrans and Federal Department of Transportation.)

Type 4—~~This type of amendment~~ This is an Amendment that requires a conformity determination but relies on a previous regional emissions analysis. This type of amendment is used when adding a regionally significant project to the MTIP when the project itself has already been appropriately accounted for in the regional emissions analysis. ~~This type of amendment is also used when adding a non-regionally significant non-exempt project into the MTIP.~~ (Approval required by SACOG Board, Caltrans and Federal Department of Transportation.)

Type 5—This type of amendment requires a conformity determination and a new regional emissions analysis. This type of amendment is used when adding a non-exempt, regionally significant project that has not been accounted for in the regional emissions analysis. This type of amendment is also used when a non-exempt, regionally significant project makes a change to either the design concept or scope or conformity analysis completion year which is not consistent with the existing regional emissions analysis. (Approval required by SACOG Board, Caltrans and Federal Department of Transportation.)

To maintain federally required consistency between the MTIP and the MTP, periodic MTP amendments are processed with MTIP amendments. When this occurs, the MTP amendment is processed in a manner concurrent and consistent with the MTIP amendment action.

In the event that the Draft MTIP or MTIP Amendment and associated Conformity Analysis differ significantly from the circulated Draft and/or raise new material issues, then the public review and comment period will be extended by five days.

## **PURPOSE & OBJECTIVE FOR PUBLIC INVOLVEMENT FOR THE METROPOLITAN TRANSPORTATION IMPROVEMENT PROGRAM**

The purpose and objective for public involvement at this late stage, the MTIP stage, is different than in earlier stages in the long range planning process. 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/SCS 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/SCS), the projects in the MTIP have committed or reasonably available funding and are phased to begin construction.

### **Involvement in the Funding Program of Projects Stage**

The priorities of the MTP-drive/SCS shape the criteria guidelines for determining which projects the SACOG Board chooses to fund. These projects are then programmed in the MTIP. SACOG funds projects that support

smart growth; air quality improvements; transportation demand management; bicycle and pedestrian improvements; transit operations, maintenance and expansion; and roadway rehabilitation, operations and expansion. Only public agencies may apply for these funds. The public is encouraged to contact the appropriate jurisdictions and participate in the prioritization of their projects. Jurisdictions rely on their local plans, such as the General Plan, Short Range Transit Plan, and Bicycle Master Plan, to decide which projects to prioritize for funding. Often, jurisdictions will vote on a list of projects for which to apply for funding.

Another opportunity for the public to participate is during the development of the funding guidelines. The public may comment to the SACOG Transportation Committee and Board on the methods for how projects are selected for funding.

Following the setting of the guidelines, the next opportunity for the public to comment is when the draft list of projects for funding is presented to the Transportation Committee and Board. Once the Board has approved projects for funding, SACOG programs ~~which feed into~~ the ~~direct funding of~~ projects in the MTIP.

Placer County Transportation Planning Agency and El Dorado County Transportation Commission have similar funding process and also consider the MTP/SCS 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, Community Design, Regional Scale, Transit, and Transportation Demand Management.~~

## **Involvement in the Final Stage of MTIP Development**

The Public Participation Plan describes the public involvement 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 involvement for individual projects).~~ SACOG continues to involve the public at all stages in the development of the MTIP.

At the adoption or amendment stage, SACOG specifically invites the public to comment on:

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

## **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 both the MPO's preparation of the MTP/SCS and the MTIP.

Crucial decisions whether or not to support or fund a transportation program or project in the region are made in the development of the MTP/SCS. In contrast, the MTIP defines project budgets, schedules and phasing for those programs and projects that are already part of the MTP/SCS. The MTIP does not provide any additional information regarding environmental impacts beyond those found in the program-level environmental analysis prepared for the MTP/SCS. Further environmental review occurs at the project delivery agency or jurisdiction with project specific environmental impacts report.



Starting at the MTP/SCS development stage, SACOG staff concurrently consults with appropriate agencies regarding the MTIP.

SACOG consults extensively with many agencies in the preparation of the MTP/SCS. For the MTIP, this consultation includes:

- Communication of the schedule of upcoming amendments and the MTIP adoption
- Special workshops
- Coordination with agencies for review of preliminary draft documents to agencies before releasing draft documents for public review
- Presentation of specific Draft Amendments and the Draft MTIP along with Air Quality Conformity information to the Regional Planning Partnership (RPP) and Transit Coordinating Committee (TCC)
- Access to online database of MTIP projects, SACTrak, where local agencies can review and amend their programmed projects.

Subsequent to the MTP/SCS, additional consultations at the MTIP stage are based on an agency's needs and interests. Through the dialog with various committees, these agencies (and any other interested agency) are involved every step of the way in the establishment of SACOG programs, selection of projects and their inclusion in the MTIP. At a minimum, all agencies are provided with an opportunity to comment on the MTIP.

## **IDENTIFY STAKEHOLDERS AND TARGET AUDIENCE**

SACOG continues to identify stakeholders and target audiences potentially affected by the MTIP.

## **ADVISORY COMMITTEES**

SACOG depends on the input and feedback of two standing advisory committees in developing specific 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 and interest groups. 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 Transit Coordinating Committee (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, Auburn Transit, Lincoln Transit, Davis Community Transit, Paratransit, Inc., Folsom Stage Line, Yolo County Transportation District, Yuba-Sutter Transit, Roseville Transit, El Dorado Transit, South County Transit/Link, e-tran, 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~~ monthly. 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](http://www.sacog.org) and on the MTIP page at [www.sacog.org/mtip](http://www.sacog.org/mtip). The website information can be made available in hard copy 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, and 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 upon request. SACOG also 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 by 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 and Limited English Proficiency 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 communities early in the MTIP development process, primarily during the MTP/SCS stage. During the MTP/SCS development process, SACOG will conduct special outreach to environmental justice and Limited English Proficiency groups, encourage their participation in the planning process, seek feedback, and provide culturally appropriate materials in different languages, when feasible.

### **NATIVE AMERICAN INDIAN 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/SCS 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 acts of Congress 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 American tribal lands 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 tribal 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 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/SCS and MTIP by providing a summary, analysis, and report on the disposition of comments, as part of the final MTP/SCS or MTIP.
5. Encourage the participation of Native American Indian tribal 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
  - Wilton Miwok Rancheria

## **SATISFACTION OF FEDERAL TRANSIT ADMINISTRATION PROGRAM OF PROJECTS REQUIREMENTS**

The agencies listed below rely on the Metropolitan Transportation Improvement Program (MTIP) to satisfy the Federal Transit Administration (FTA) requirement that agencies publish a Program of Projects (POP) listing. In addition, the Public Participation Plan (PPP) satisfies the public participation required by the POP.

### **Notices**

The following language is published in public notices for the MTIP adoption and subsequent amendments: "This public hearing process is being used to meet the public participation requirements for the Federal Transit Administration's Program of Projects."

## **Agencies\***

The following agencies rely on the MTIP and PPP to satisfy POP listing and public participation requirements: SACOG, Paratransit, Inc., Folsom Stage Line, Yolo County Transportation District, Yuba-Sutter Transit, Roseville Transit, El Dorado Transit, South County Transit/Link, Unitrans, e-tran, Placer County Transit, Auburn Transit, Lincoln Transit, Davis Community Transit, Placer County CTSA.

\* Sacramento Regional Transit District (RT) advertises its program of projects through the adoption of its Capital Improvement Program (CIP), which is then posted on its website. RT also lists expected funding, federal and other, for the year in the capital and operating budgets through the annual budget process. Both are then posted on its website as well. RT does, however, also rely on SACOG's PPP to provide the public participation aspect in addition to its own for maximum coverage and satisfaction of FTA requirements.

## **Appendix B**

The SACOG Board has established a number of advisory committees as a means of obtaining advice from residents, 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 citizen' advocacy groups, the private sector, major colleges and universities, transportation management professionals, and unaffiliated private citizens. 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:

### **Bicycle and Pedestrian Advisory 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: Lacey Symons (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 VaughanBechtold (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, 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: Mark Heiman (meets quarterly and as needed)

### **GIS Coordination Committee**

The SACOG Board of Directors established an advisory committee of Geographic Information System (GIS) Managers in 2005 to coordinate the management of critical information layers in the six-county SACOG region. The committee serves as the coordination body to recommend the development or purchase of regional GIS or aerial imagery layers. The committee provides a venue to document our members data sharing policies and serves as a forum for joint application development and data standards development. The Committee may form subcommittees to fund the development or licensing of new development layers. All projects shall be organized on a voluntary basis. The Committee is consensus-based: disagreements are taken to the SACOG Housing & Land Use Committee and the SACOG Board of Directors where both minority and majority opinions will both be presented. All SACOG member jurisdictions and partner agencies are eligible for membership in the Committee. SACOG Staff: Joe Concannon (meets quarterly and as needed)

### **Planners Committee**

This twenty-eight-member committee consists of the planning directors (or their designees) of each of SACOG's member jurisdictions, and other interested stakeholders including but not limited to housing agencies, developers, and equity, public health and affordable housing advocates. 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. SACOG Staff: Greg Chew (meets on call)

### **Regional Planning Partnership**

This is a committee with close to 100 representatives from local, regional, state and 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: ~~Lacey Symons~~ Victoria Cacciatore (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) Technical Advisory Committee**

SECAT is an eleven-member committee consisting of representatives from each of the air districts within the Sacramento Federal Ozone Nonattainment Area, Federal Highway Administration, U.S. 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: Matt

Carpenter (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 disabled; representatives of agencies that provide social services or transportation for seniors, disabled, 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 VaughanBechtold (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 VaughanBechtold (meets on call and 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 on call)

## **AD HOC COMMITTEES**

Occasionally, projects of great significance warrant the formation of committees of stakeholders or 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**

This five-member committee is 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.

### **Community Design Grant Review Committee**

This is 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 bi-annually)

### **Sacramento Region Intelligent Transportation Systems Partnership**

The ITS partnership is 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: Mark

## **Public Participation Working Group**

This is a committee made up of members of organizations ~~required under SAFETEA-LU and includes representatives~~ representative 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 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 as needed)

### **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 active in the work of the CCJPA which 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 Corridor 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 Valley Vision, Breathe California 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.

### **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

This twenty-seven member committee is composed of county executives and city managers. It advises SACOG on a wide range of administrative issues including program, member relations, and administration of state and federal programs (meets quarterly)

## Regional Transportation Planning Agencies Group

Membership is 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 recognizes 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 residents 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 and MTP2035 by recruiting a broad diversity of participation in public workshops.

Citation	Page Number
Safe, Accountable, Flexible, Efficient Transportation <del>Equity Act: A Legacy for Users (SAFETEA-LU)</del>	<del>1</del> _____
(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
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