METROPOLITAN TRANSPORTATION COMMISSION

PUBLIC PARTICIPATION PLAN

for the SAN FRANCISCO BAY AREA

Final Draft:
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Metropolitan Transportation Commission
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Also available in Chinese and Spanish
Other languages available upon request by calling 510.817.5757

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Para solicitar una copia en español del
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METROPOLITAN TRANSPORTATION COMMISSION

PUBLIC PARTICIPATION PLAN

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Metropolitan Transportation Commission Public Participation Plan

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

I. Introduction

The Metropolitan Transportation Commission (MTC) is the transportation planning and financing agency for the nine-county San Francisco Bay Area. The Commission also serves as the Bay Area Toll Authority (BATA), with oversight of the toll revenue from the region's seven state-owned toll bridges, and the Service Authority for Freeways and Expressways (SAFE), with oversight of a region-wide network of freeway call boxes and roving tow trucks. MTC, through agreements with various state and local transportation agencies, also has responsibility to develop, operate, and finance an Express Lane Program.

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

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

MTC'S COMMITMENT TO PUBLIC PARTICIPATION

Guiding Principles

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

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

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

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

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

5. An open and transparent public participation process empowers low-income communities and communities of color to participate in decision making that affects them (adopted by the Commission in 2006).

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

Strategy 1: Early Engagement Is Best

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

Strategy 2: Access to All

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

- hold public meetings in facilities that are accessible under the Americans With Disabilities Act,
- provide auxiliary aids or interpreters to persons with disabilities or language translation barriers,
- strive to communicate in plain language and provide appropriate public education materials, and
- use visual tools to translate detailed data into information that is more readily understood.

Strategy 3: Response to Written Comments

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

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

MTC staff summarizes comments heard by various parties so that the Commissioners and the public have a clear understanding of the depth and breadth of opinion on a given issue.

FLAG AREAS OF AGREEMENT AND DISAGREEMENT

MTC staff summarizes comments heard by various parties so that the Commissioners and the public have a clear understanding of the depth and breadth of opinion on a given issue.

Strategy 5: Notify Public of Proposed or Final Actions

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

FEDERAL AND STATE REQUIREMENTS

MAP 21

Federal surface transportation legislation, known as MAP-21 (Moving Ahead for Progress in the 21st Century Act) and signed into law in 2012, underscores the need for public involvement. The law requires metropolitan planning agencies such as MTC to "provide citizens, affected public agencies, representatives of public transportation agency 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 a reasonable opportunity to comment" on transportation plans and programs.

MAP-21 also requires MTC — when developing the Regional Transportation Plan and the Transportation Improvement Program (TIP) — to coordinate transportation plans with expected growth, economic development, environmental protection and other related planning activities within our region. Toward this end, this Public Participation Plan outlines key decision points for consulting with affected local, regional, state and federal agencies and Tribal governments.

Title VI of the Civil Rights Act of 1964

Title VI of the Civil Rights Act of 1964 provides that no person shall, on the basis of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. Therefore, Title VI prohibits MTC from discriminating on the basis of race, color or national origin in carrying out its transportation planning and programming activities, which receive federal funding. Title VI was further clarified and supplemented by the Civil Rights Restoration Act of 1987 and a series of federal statutes enacted in the 1990s.

Executive Orders

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

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

  Executive Order 12898 mandates that federal agencies make achieving environmental justice part of their missions. The fundamental principles of environmental justice include:

  - Avoiding, minimizing or mitigating disproportionately high and adverse human health or environmental effects on minority and low-income populations;
  - Ensuring full and fair participation by all potentially affected communities in the transportation decision-making process; and

- Preventing the denial, reduction or significant delay in the receipt of benefits by minority populations and low-income communities.

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

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

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

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

2008 California Legislation

State law (SB 375, Steinberg, Chapter 728, 2008 Statutes) calls on MTC and the Association of Bay Area Governments to develop a Sustainable Communities Strategy — a new element of the Regional Transportation Plan — to integrate planning for growth and housing with long-range transportation investments, to strive to reduce greenhouse gas emissions for cars and light trucks. The law also calls for a separate Public Participation Plan for development of the Regional Transportation Plan and the Sustainable Communities Strategy. Appendix A contains the Public Participation Plan for Plan Bay Area, the region's long-range transportation plan and Sustainable Communities Strategy.

Other Requirements

A number of other federal and state laws call on MTC to involve the public in or notify the public of its decisions. MTC complies with all other public notification or participation requirements of the state's Ralph M. Brown Act, the California Public Records Act, and the California Environmental Quality Act, the federal Americans with Disabilities Act, and other applicable state and federal laws.

II. Continuing Public Engagement

MTC is committed to an active public involvement process that provides comprehensive information, timely public notice and full public access to key decisions. MTC provides the public with myriad opportunities for continuing involvement in the work of the agency, through the following methods:

MTC'S POLICY ADVISORY COUNCIL

The Policy Advisory Council is a 27-member advisory panel that brings a range of interests to a single table to offer the Commission policy advice. Formed in 2010, the Policy Advisory Council builds on MTC's long tradition of advisory committees and reflects efforts to improve the effectiveness of ~~citizen~~ advisors by merging what were previously three separate advisory committees. The members of the Policy Advisory Council reflect the "Three E's" of the Economy, The Environment and Social Equity.

The Council will be consulted during the development of MTC policies and strategies, and their recommendations on various issues will be reported directly to the Commission. The Council may pursue its own policy/program discussions and forward independent ideas to the Commission for consideration. The Council will address Commissioners directly at MTC committee and Commission meetings. MTC Resolution No. 3516 spells out the role and responsibilities of the Policy Advisory Council, including ways to encourage more dialogue between Commissioners and the Council.

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

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

GET INVOLVED: SERVE ON MTC'S POLICY ADVISORY COUNCIL

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

WORKING WITH NEIGHBORING REGIONS

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

COMMISSION AND COMMITTEE MEETINGS

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

At times it may be necessary to call a special meeting of the Commission or one of its committee meetings – one that will be held on a different day of the week than called for in MTC's regular meeting schedule. A "Call and Notice of Special Meeting" will be distributed at least 72 hours in advance of the meeting, or in accordance with the Brown Act. The notice will be signed by the committee chair and posted on MC's website, posted in the MTC Library, emailed to at least one newspaper of general circulation in each of the nine Bay Area counties, and emailed to any member of the news media upon request.

Current MTC standing committees are shown in the following table:

GET INVOLVED: ACCESSIBLE MEETINGS

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

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

MTC Standing Committee Structure and Responsibilities

Administration Committee	**Programming & Allocations Committee**	**Planning Committee**	**Operations Committee**	**Legislation Committee**
These committees regularly meet the second Wednesday of each month, in the morning, at MTC's offices. Meeting dates and times are tentative; confirm at www.mtc.ca.gov.		*These committees regularly meet the second Friday of each month, in the morning, at MTC's offices. Meeting dates and times are tentative; confirm at www.mtc.ca.gov.*		
Oversight of Agency Budget and Agency Work Program Agency Financial Reports/Audits Contracts Commission Procedures Staff Salaries And Benefits	Annual Fund Estimate Fund Allocations State Transportation Improvement Program (STIP) Federal Transportation Improvement Program (TIP)	Regional Transportation Plan Other Regional Plans (airports, seaports) State and Federal Air Quality Plans Corridor Planning Studies Transportation and Land Use Initiatives	Transportation System Management and Operational Activities Contracts Related to System Management and Operations Service Authority for Freeways and Expressways (SAFE)	Annual MTC Legislative Program Positions on Legislation & Regulations Public Participation Policy Advisory Council

In addition to the above committees, MTC has other committees dedicated to specific issues, such as the Bay Area Toll Authority Oversight Committee, regarding toll-bridge accounts and improvement projects, the Bay Area Infrastructure Financing Agency, regarding express lanes, and the Bay Area Headquarters Authority to discuss issues relating to the new regional headquarters building under construction in San Francisco.

Access to MTC Meetings

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

*** Final agendas are posted 72 business hours in advance of the meeting time in the MTC Library.*

DATABASE KEEPS PERSONS IN THE LOOP

MTC maintains a database of local government officials and staff, and other public agency staff and interested persons. The database allows MTC to send targeted mailings to keep the public updated on the specific issues they have requested to be kept up to date on, including information on how public meetings/participation have contributed to its key decisions and actions.

GET INVOLVED: SIGN UP FOR MTC'S DATABASE

Stay informed by signing up to receive mailings or periodic emails concerning major MTC initiatives. Anyone may request to be added to MTC's database by calling MTC's Public Information Office at 510.817.5757 or e-mailing info@mtc.ca.gov.

PUBLIC MEETINGS, WORKSHOPS AND FORUMS

Public meetings on specific issues are held as needed. If statutorily required, formal public hearings are conducted, and notice of these public hearings is placed in the legal section of numerous newspapers in the MTC region, including newspapers circulated in minority communities of the Bay Area. Materials to be considered at MTC public hearings are posted on MTC's website, and are made available to interested persons upon request. In addition, materials are placed on file in the MTC Library.

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

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

GET INVOLVED: ALTERNATIVE LANGUAGE TRANSLATIONS

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

MTC'S LIBRARY: INFORMATION FOR THE ASKING

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

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

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

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

SOCIAL MEDIA

Another way to keep abreast of hot topics, events and comment opportunities is to follow MTC on social media, including Facebook, twitter, Instagram and YouTube. Likewise you can be notified when web content is updated by subscribing via RSS feel or through a service known as GovDelivery. All of MTC's social media platforms are accessible via the home page of MTC's web site: **www.mtc.ca.gov**.

GET INVOLVED: THE FACTS AT YOUR FINGERTIPS

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

GET INVOLVED: KEEP ON TOP OF TRANSPORTATION NEWS

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

WEBSITE: WWW.MTC.CA.GOV

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

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

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

GET INVOLVED: TRACK MTC VIA WEB

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

MEDIA OUTLETS HELP ENGAGE MORE PERSONS

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

providing background context for subsequent articles or radio/TV pieces. A list of media outlets can be found at this project website: www.PlanBayArea.org.

STAFF DEDICATED TO ASSISTANCE AND OUTREACH

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

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

III. Public Participation Techniques

MTC uses various techniques to develop and execute specific public participation programs to inform its major decisions, such as for corridor studies, new funding policies or updates to the Regional Transportation Plan.

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

Public Meetings/Workshops

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

Techniques for Public Meetings/Workshops

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

Visualization Techniques

- Maps
- Charts, illustrations, photographs
- Table-top displays and models
- Web content and interactive games
- Electronic voting at workshops
- PowerPoint slide shows

Polls/Surveys

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

Focus Groups

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

Online and Printed Materials

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

Targeted Mailings/Flyers

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

Utilize local media

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

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

Use of the Internet/Electronic Access to Information

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

Notify Public via

- Blast e-mails
- Notice widely disseminated through partnerships with local government and community-based and interest organizations
- Electronic newsletters
- Social media such as Twitter and Facebook
- Local media
- Notices placed on-board transit vehicles and at transit hubs

Newsletters

- MTC's electronic newsletter
- Submit articles for publication in community/corporate newsletters

Techniques for Involving Low-Literacy Populations

- Train staff to be alert to and anticipate the need of low-literacy participants in meetings, workshops, and the like
- Robust use of "visualization" techniques, including maps and graphics to illustrate trends, choices being debated, etc.
- Personal interviews or use of audio recording devices to obtain oral comments

Techniques for Involving Low Income Communities and Communities of Color

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

- Involve MTC's Policy Advisory Council
- Grants to community-based organizations to co-host meetings and remove barriers to participation by offering such assistance as child care or translation services
- "Take One" flyers on transit vehicles and at transit hubs
- Outreach in the community (flea markets, churches, health centers, etc.)
- Use of community and minority media outlets to announce participation opportunities
- ~~Personal interviews or use of audio recording devices to obtain oral comments~~
- ~~Translate materials; have translators available at meetings as requested~~
- ~~Include information on meeting notices on how to request translation assistance~~
- ~~Robust use of "visualization" techniques, including maps and graphics to illustrate trends, choices being debated, etc~~.

Techniques for Involving Limited-English Proficient Populations

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

- Use of the above-noted techniques, modified where appropriate in accordance with the LEP Plan
- Train staff to be alert to and anticipate the need of Limited-English Proficient ~~low literacy~~ participants in meetings, workshops, and the like
- Personal interviews or use of audio recording devices to obtain oral comments in languages other than English
- Translated documents and web content on key initiatives
- Translate materials; have translators available at meetings as requested

- Include information on meeting notices on how to request translation assistance
- On-call translators for meetings
- Translated news releases and outreach to alternative language media, such as radio, television, newspapers and social media
- ~~Robust use of "visualization" techniques, including maps and graphics to illustrate trends, choices being debated, etc.~~
- When conducting statistically valid polls, surveys or focus groups, offer the information in other languages such as Spanish or Chinese

Techniques for Reporting on Impact of Public Comments

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

IV. Public Participation Procedures for the Regional Transportation Plan and the Transportation Improvement Program

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

Public Participation Opportunities in the RTP and TIP

Because of its comprehensive, long-term vision, the RTP provides the earliest and the best opportunity for interested persons and public agencies to influence MTC's policy and investment priorities for Bay Area transportation. It is at this earlier RTP stage where investment priorities and major planning-level project design concepts are established, and broad, regional impacts of transportation on the environment are addressed. Thus, it might be easier for a member of the public to influence decisions about projects at this stage. ~~there is comparatively less value for public to participation in the~~ Another opportunity for public participation, but further along in the process, is the TIP, which is a programming document that identifies funding for only those programs and projects that are already included in the RTP. A mid-point between the RTP and TIP is the project-selection process. Interested residents can become versed in how a transportation project moves from an idea to implementation — including local project review, details for how projects are included in MTC's RTP, MTC's Project Selection Process, the TIP and environmental review/construction phases — in a publication titled "A Guide to the San Francisco Bay Area's Transportation Improvement Program, or TIP." This document is available on MTC's website (http://files.mtc.ca.gov/pdf/TIP/2015/guide_to_the_2015_tip.pdf) and from the MTC Library.

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

GET INVOLVED: SIGN UP FOR MTC'S RTP DATABASE

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

A. REGIONAL TRANSPORTATION PLAN

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

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

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

MTC prepares several technical companion documents for RTP updates. These include a program-level Environmental Impact Report per California Environmental Quality Act (CEQA) guidelines, and transportation air quality conformity analyses (to ensure clean air mandates are met) per federal Clean Air Act requirements. Certain revisions to the RTP may warrant a revision or update to these technical documents. The process for preparing and conducting

interagency consultation on the conformity analysis is described in MTC Resolution No. 3757.

MTC also prepares an equity analysis of RTP updates to determine whether minority and low- income communities in the Bay Area share equitably in the benefits of the regional transportation plan without bearing a disproportionate share of the burdens. As an assessment of the region's long-range transportation investment strategy, this analysis is conducted at a regional, program-level scale. This assessment of the long-range plan is intended to satisfy federal requirements under Title VI of the Civil Rights Act and federal policies and guidance on environmental justice. For each update of the RTP, MTC will prepare a public participation plan (see below "RTP Update") that will provide more information on how the equity analysis will be conducted throughout that update of the RTP.

Updating and Revising the Regional Transportation Plan

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

- **RTP Update**

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

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

For each RTP update MTC will prepare a multi-phased public outreach and involvement program to ensure that all those with a stake in the outcome are actively involved in its preparation. See Appendix A for specific information on public engagement for Plan Bay Area, which is slated to be updated in 2017.

- **RTP Amendment**

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

- **RTP Administrative Modification**

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

Updating and Revising the Regional Transportation Plan (RTP)

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

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

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

Countywide Transportation Plans

Bay Area counties are authorized by state law to develop Countywide Transportation Plans on a voluntary basis, and the countywide plans are an integral part of the Regional Transportation Plan. These long-range planning and policy documents assess transportation needs and guide transportation priorities and funding decisions for that county over a 20-25 year horizon. These countywide plans inform the transportation projects and programs that are forwarded to MTC for consideration in the region's long-range plan. MTC's guidelines for development of countywide plans by the county Congestion Management Agencies can be found here: http://www.mtc.ca.gov/planning/ctp/

Congestion Management Process

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

B. TRANSPORTATION IMPROVEMENT PROGRAM

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

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

The TIP does not contain all funds or projects or programs identified in the Regional Transportation Plan. The majority of revenues identified in the Plan are never included in the TIP. These include local and state funds used to operate and maintain the transportation network that do not meet the criteria listed above. The TIP in itself does not implement the plan, but is a subset of projects that are consistent with implementing the Plan.

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

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

In addition to a Transportation Improvement Program that is accessible online at: http://www.mtc.ca.gov/funding/tip/, MTC maintains free, subscription-based e-mail distribution lists to inform interested individuals, transportation officials and staff of changes and actions related to the TIP. Through this system,

individuals may be alerted as needed regarding the development and approval of a new TIP and updates, such as the notice of a TIP update, or notice and approval of the TIP amendments. The TIP-INFO Notification tool helps facilitate public review and comments as well as coordination with transportation and other public agencies. Sign up for the service by contacting MTC at info@mtc.ca.gov.

To further assist in the public assessment of the TIP, and specifically to analyze the equity implications of the proposed TIP investments, MTC conducts an investment analysis for the TIP with a focus on minority and low-income communities.

Updating and Revising the TIP

Federal regulations require that the TIP be updated at least once every four years. From time to time, circumstances dictate that revisions be made to the TIP between updates. MTC will consider such revisions when the circumstances prompting the change are compelling. The change must be consistent with the RTP, not negatively impact financial constraint, or adversely affect transportation-air quality conformity findings of the TIP.

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

The Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and California Department of Transportation (Caltrans) have developed amendment and administrative modification procedures for the TIP. These procedures are posted online at www.mtc.ca.gov/funding/tip/tiprevisionprocedures.pdf. Further explanation about TIP updates and how the types of revisions are processed are shown in the narrative and table that follows.

- **TIP Update**

This is a complete update of the existing TIP, to reflect new or revised transportation investment strategies and priorities. Federal regulations require an update of the TIP at least once every four years. Because all projects included in the TIP are consistent with the RTP, MTC's extensive public outreach for development of the RTP is reflected in the TIP as well. The TIP supports

implementation in the short-term, the financially constrained element of the RTP and is responsive to comments received during the development of the RTP. TIP updates will be subject to the conformity and interagency consultation procedures described in MTC Resolution No. 3757.

The State of California may require a TIP update more frequently than the federally required four-year update cycle. In such circumstances MTC may perform a limited and less robust update and outreach effort by simply updating information reflecting updated project information using prior TIP reports, analysis and methodologies. Significant modification of analytical approaches and additional features to the TIP will be made on the federal 4-year update cycle, and more in-line with the four-year update cycle of the RTP.

- **TIP Amendment**

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

- **TIP Administrative Modification**

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

- **TIP Technical Correction**

Technical corrections may be made by MTC staff as necessary. Technical corrections are not subject to an administrative modification or an amendment, and may include revisions such as: changes to information and projects that are included only for illustrative purposes; changes to information outside of the TIP period; changes to information not required to be included in the TIP per federal regulations; or changes to correct simple errors or omissions including data entry errors. These technical corrections cannot significantly impact the cost, scope, or

schedule within the TIP period, nor will they be subject to a public review and comment process, re-demonstration of fiscal constraint, or a conformity determination.

Public Participation for Updating and Revising the Transportation Improvement Program

TIP Update
❶ Notify public of opportunities to participate; use appropriate lists within MTC's database, including list of Regional Transportation Plan participants. Also notify the public using such methods as local media outlets; electronic-mailings to advocacy groups; or via an electronic subscription system that is open for anyone to sign up to be kept informed about the TIP, such as TIP-INFO e-mail notification.
❷ Notify Bay Area Partnership technical committees or working groups. Conduct intergovernmental review and consultation, as appropriate.
❸ Release Draft TIP for 30-day public review and comment period. ▪ Draft TIP available for viewing in MTC Library; ▪ Sent to major libraries throughout the Bay Area upon request ▪ Posted on MTC website ▪ MTC staff may make minor, technical edits to the Draft TIP during the review and comment period; in these instances MTC will display the technical edits on MTC's web site and notify interested parties via e-mail notification. Provide additional review and comment opportunity of 5 days if the final TIP differs significantly from the Draft TIP and raises new material issues.
❹ Respond to significant material comments pertinent to the TIP; MTC's response compiled into an appendix in the final TIP.
❺ Review by an MTC standing committee, typically the Programming & Allocations Committee (a public meeting); referral to Commission.
❻ Adoption by Commission at a public meeting. Approval by California Department of Transportation (Caltrans). Approval by Federal Highway Administration and Federal Transit Administration (FHWA/FTA).
❼ After approval: • post in MTC Library • post on MTC website • notify Bay Area Partnership technical committees or working groups. • Notify the public about the Commission's action with electronic notifications, such as TIP-INFO (an electronic subscription system anyone can sign up to be kept informed about the TIP.)

Public Participation for Updating and Revising the Transportation Improvement Program

TIP Amendment
❶ Notify public via TIP-INFO Notification (e-mail) or other electronic notification methods.
❷ Notify Bay Area Partnership technical committees or working groups Available for viewing in MTC Library Posted on MTC website for public review
❸ Amendments deleting or adding or changing a project subject to a new air quality conformity analysis: o 30-day public review and comment period, with review by an MTC standing committee at a public meeting; and o Approval by the full Commission at a public meeting. • Amendments deleting or adding a project *not* subject to an air quality conformity analysis (such as a roadway rehabilitation): o Review and approval by an MTC standing committee or the full Commission at a public meeting. • Amendments changing an existing project that is not subject to an air quality conformity analysis, or changing an existing grouped project listing (such as the highway bridge program), or bringing a previously listed project or phase back into the TIP for financial purposes; or changing TIP funding revenues: o Approval by the MTC Executive Director or designee, following 5-day notice on MTC's website, **or** o Review and approval by an MTC standing committee or the full Commission at a public meeting.
❹ Approval by Caltrans → Approval by FHWA/FTA
❺ After approval: • post in MTC Library • post on MTC website • notify Bay Area Partnership technical committees or working groups • notify public via electronic subscription system open to anyone who requests to be kept informed about the TIP, such as TIP-INFO email notification.

TIP Administrative Modification
❶ No public review.
❷ Approval by MTC Executive Director or designee by delegated authority (authority is delegated by the Federal Highway Administration/Federal Transit Administration), or Caltrans
❸ After approval: • post in MTC Library • post on MTC website

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

Federal Transit Administration Program of Projects Public Participation Requirements

Federal transit law and joint Federal Highway Administration (FHWA)/Federal Transit Administration (FTA) planning regulations governing the metropolitan planning process require a locality to include the public and solicit comment when the locality develops its metropolitan long- range transportation plan and its metropolitan TIP. FTA has determined that when a recipient follows the procedures of the public involvement process outlined in the FHWA/FTA planning regulations, the recipient satisfies the public participation requirements associated with development of the Program of Projects (POP) that recipients of Section 5307, Section 5337 and Section 5339 funds must meet. This Public Participation Plan follows the procedures for public involvement associated with TIP development and therefore satisfies public participation requirements for the POP. All public notices of public involvement activities and times established for public review and comment on the TIP will state that they satisfy the POP requirements of the Section 5307, Section 5337 and Section 5339 Programs.

Annual Listing of Obligated Projects

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

V. Interagency and Tribal Government Consultation Procedures for the Regional Transportation Plan and the Transportation Improvement Program

A. PUBLIC AGENCY CONSULTATION

The Moving Ahead for Progress in the 21st Century Act – better known as MAP-21 – is federal surface transportation legislation that specifies a public participation process, directing metropolitan transportation agencies like MTC to consult with officials responsible for other types of planning activities that are affected by transportation in the area, be that conservation and historic preservation or local planned growth and land use management.

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

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

Regional Transportation Plan (RTP)

MTC's compliance with the California Environmental Quality Act (CEQA) serves as the framework to consult, as appropriate, in the development of the RTP with federal, state and local resource agencies responsible for land use management, natural resources, environmental protections, conservation, and historic preservation. This consultation will include other agencies and officials responsible for other planning activities in the MTC region that are affected by transportation, to the maximum extent practicable.

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

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

Note that while the RTP is not subject to the federal National Environmental Policy Act (NEPA), MTC will consult with federal agencies as appropriate during the preparation of the CEQA environmental document. Additionally, the involvement of federal agencies in the RTP can link the transportation planning process with the federal NEPA process. As the projects in the RTP and TIP

continue down the pipeline toward construction or implementation, most must comply with NEPA to address individual project impacts.

Transportation Improvement Program (TIP)

As discussed above, crucial decisions whether or not to support or fund a transportation program or project in the region first occurs at the RTP level. The TIP translates recommendations from the RTP into a short-term program of improvements focused on projects that have a federal interest. Therefore, the earlier, and more effective, timeframe for public comment on the merits of a particular transportation project is during the development of the long-range plan. The TIP defines project budgets, schedules and phasing for those programs and projects that are already part of the RTP. The TIP does not provide any additional information regarding environmental impacts, beyond that found in the program-level environmental analysis prepared for the RTP.

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

B. OTHER PROTOCOLS FOR WORKING WITH PUBLIC AGENCIES

The Bay Area Partnership Review and Coordination

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

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

The Partnership Board's technical/advisory committees consider the on-going and more technical aspects of investment issues. The Partnership Board (audiocast live and later archived on MTC's website) and its technical advisory committee meetings are open to the public. The status of TIP revisions are provided to the partnership through email notifications. For TIP updates, technical/advisory committee(s) and working group(s) will be kept informed and consulted throughout the process by e-mail notifications or presentations as appropriate.

Air Quality Conformity and Interagency Consultation

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

instances, amendments to the RTP and TIP to ensure they conform to federal transportation conformity regulations via transportation-air quality conformity analysis.

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

Intergovernmental Review via Regional and State Information Clearinghouses

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

ABAG's clearinghouse notifies, via the bi-weekly e-mail Intergovernmental Review Newsletter, entities and individuals at all governmental levels, as well as certain public interest groups that might be affected the proposed project or program. The state and area- wide clearinghouses are a valuable tool to help ensure that state and local agency comments are included along with any applications submitted by an applicant to the federal agencies.

MTC uses this service to notice TIP updates and those TIP amendments that require an air quality determination. This service is not used for TIP amendments that do not require an air quality conformity determination, for TIP administrative modifications and for TIP technical corrections. The clearinghouses also receive and distribute environmental documents prepared pursuant to the California Environmental Quality Act (CEQA) and coordinate the state-level environmental review process. The RTP is subject to CEQA and therefore is reviewed through the clearinghouses as well.

C. TRIBAL GOVERNMENT CONSULTATION

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

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

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

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

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

VI. Evaluation and Update of the Public Participation Plan

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

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

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

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

MTC Public Participation Plan

Appendix A

A Public Participation Plan for the 2017 Update to Plan Bay Area

FINAL DRAFT
Released February 6, 2015

Metropolitan Transportation Commission
Joseph P. Bort MetroCenter
101 Eighth Street, Oakland, CA 94607-4700

Also available in Chinese and Spanish
Other languages available upon request by calling 510.817.5757

請撥打電話 510.817.5757 來索取中文版公眾參與計劃的初稿。

Para solicitar una copia en español del
Borrador Preliminar del Plan para la Participación del Público llame al 510.817.5757.

A Public Participation Plan for

BayArea Plan

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I. Introduction

In July 2013, the Association of Bay Area Governments (ABAG) and the Metropolitan Transportation Commission (MTC) adopted Plan Bay Area, the first Regional Transportation Plan for the nine-county San Francisco Bay Area that also includes a Sustainable Communities Strategy as required by California Senate Bill 375 (2008). Per federal requirements, MTC must update the regional transportation plan every four years. This Appendix A to MTC's Public Participation Plan outlines the anticipated approach and schedule for the update of Plan Bay Area.

Senate Bill 375 gives MTC and ABAG joint responsibility for Plan Bay Area. In general, ABAG is responsible for land use and housing forecasts; MTC will forecast travel demand and transportation revenue. The legislation also states that the two agencies are jointly responsible for "set(ting) forth a forecasted development pattern for the region, which, when integrated with the transportation network, and other transportation measures and policies, will reduce the greenhouse gas emissions from automobiles and light trucks to achieve, if there is a feasible way to do so, the greenhouse gas emission reduction targets approved by the state board."

Plan Bay Area focuses on where the region is expected to grow and what transportation investments will support that growth. The adopted Plan charts a course for accommodating anticipated growth while fostering an innovative, prosperous and competitive economy; preserving a healthy and safe environment; and allowing all Bay Area residents to share the benefits of vibrant communities connected by an efficient and well-maintained transportation network.

Although the federal guidelines require the Regional Transportation Plan to be updated every four years, the plans themselves are long-range plans, and many key policy priorities, projects and programs remain the same from one plan to the next. As ABAG and MTC look towards the 2017 update of the Plan, our approach for this planning cycle is to conduct a focused update of Plan Bay Area building off of the core framework established by the 2013 Plan.

PLAN BAY AREA UPDATED EVERY FOUR YEARS

One key difference between the 2013 Plan Bay Area and the 2017 update is that the 2017 update does not include the Regional Housing Needs Allocation (RHNA), which was required in 2013, and is expected to be included again in the 2021 Sustainable Communities Strategy.

Public Participation Plan

This appendix outlines the ways that ABAG and MTC will work to involve Bay Area residents and public officials in the 2017 update to Plan Bay Area. The process will promote an open, transparent process that encourages the ongoing and active participation of local governments and a broad range of community members.

The update to Plan Bay Area will require MTC and ABAG to work together with local governments, county congestion management agencies, public transit agencies, business and community groups, nonprofits, and interested residents to allow all who are interested have the opportunity to be involved. We invite all Bay Area residents to join in the dialogue to make our region a better, more livable place.

One key difference between the 2013 Plan Bay Area and the 2017 update is that the 2017 update does not include the Regional Housing Needs Allocation (RHNA), which was required in 2013, and is expected to be included again in the 2021 Sustainable Communities Strategy.

II. Developing an Update to Plan Bay Area

ABAG and MTC will complete the main work elements for the update to Plan Bay Area. In an effort to integrate transportation and land use planning with clean air and ~~shoreline~~ climate adaptation planning, the Bay Area Air Quality Management District (BAAQMD) and the Bay Conservation and Development Commission (BCDC) will provide support on the update. Local government participation is also vital; regional agencies will partner with cities and counties on this effort — including on public engagement. Outreach will highlight locally approved plans or policies for future growth, and illustrate how the regional planning process supports local priorities.

Local government participation is vital; regional agencies will partner with cities and counties on this effort — including on public engagement.

A. Plan Update Process & Schedule

Developing a multibillion-dollar, long-range plan for the nine-county San Francisco Bay region is not a simple task. The update will take place over two-and-a-half-years and involve four regional agencies, nine counties, 101 towns and cities, elected officials, planners, stakeholder organizations, the public and other interested residents. The many moving parts include goal setting, statutory and voluntary targets, land use forecasting, financial projections, project evaluation, scenario analysis and more. The figure below provides a high-level overview of the Plan development process. Public participation is critical to ensure an open process, in which all interested residents have the opportunity to offer input and share their vision for what the Bay Area will look like decades from now.

Plan Development Process

The process will need to be flexible and is subject to change, as needed, to reflect and respond to the input received as we move through the steps of updating Plan Bay Area. To help direct interested Bay Area residents and organizations to participate in key actions or decisions being taken, any changes as well as additional detail will be posted on the PlanBayArea.org website.

B. Summary of Key Milestones

This section describes key milestones along the path to developing the update to Plan Bay Area. For more detail also see Attachment A, Key Milestones 2014-2017, which illustrates the expected timing of decision making for the planning effort; and Attachment B, Responsibilities & Roles. For descriptions of advisory committees, please refer to Section IV, Public Engagement.

1. Policy Element

This task establishes goals and a performance framework for outcomes the region desires to achieve. The goals and performance framework for the update of the Plan will build off the 2013 Plan.

a. Goals

Before proposing a land use approach or recommending a transportation investment strategy, the two agencies will set regional goals to guide policy and investment decisions to help the region achieve its desired outcomes.

- *Opportunities for Input:* Evening public open houses; discussion at the Regional Advisory Working Group and MTC's Policy Advisory Council.
- *Decision-Making Roles:* Direction from MTC's Planning Committee and ABAG's Administrative Committee; adoption by MTC Commission and ABAG Executive Board.
- *Significance:* Regional goals will be used to guide policy direction and investment decisions.
- *Timeframe:* A first step toward the update. (See Attachment A.)

b. Performance Targets

Performance targets provide a framework from which we can measure and evaluate various land use scenarios and transportation investments and policies. Taken together, performance targets allow us to better understand how different projects and policies might affect the region's future. The current Plan Bay Area adopted in 2013 includes a complementary set of 10 performance measures (see table below).

Two of the 10 adopted Plan Bay Area targets are not only ambitious — they also are mandated by state law (SB 375). The first mandatory target requires the Bay Area to reduce its per-capita greenhouse gas emissions from cars and light-duty trucks by 15 percent by 2035. The second mandatory target addresses adequate housing by requiring the region to house 100 percent of its projected population growth.

The remaining targets are voluntary targets and were adopted though consultation with experts and the public. The targets focus on the economy, environment and equity, with additional metrics focused on the state of the region's transportation system. All 10 performance targets tied to the current adopted Plan are listed below. These targets may be revised for the Plan Bay Area update.

PLAN BAY AREA PERFORMANCE TARGETS

The first mandatory target requires the Bay Area to reduce its per-capita greenhouse gas emissions from cars and light-duty trucks by 15 percent by 2035.

The second mandatory target addresses adequate housing by requiring the region to house 100 percent of its projected population growth.

Performance Targets from Plan Bay Area, adopted July 2013

Climate Protection	• Reduce per-capita greenhouse gas emissions from cars and light-duty trucks by 15%
Adequate Housing	• Requires the region to house 100 percent of its projected population growth
A Prosperous and Globally Competitive Economy	• To increase the Bay Area's gross regional product (GRP) • Maintain the transportation system • Decrease automobile vehicle miles traveled per capita and increase non-auto mode share
A Healthy and Safe Environment	• Reduce premature deaths from air pollution • Reduce injuries and fatalities from collisions • Increase the amount of time people walk or cycle for transportation • Protect open space and agricultural lands
Equitable Access	• Decrease the share of low-income and lower-middle income residents' household income consumed by transportation and housing

- *Opportunities for Input:* Evening public workshops; discussion at the Regional Advisory Working Group, and MTC's Policy Advisory Council.
- *Decision-Making Roles:* Direction from MTC's Planning Committee and ABAG's Administrative Committee; approval from MTC Commission.
- *Significance:* Targets and metrics provide a framework to measure and evaluate various land use scenarios and transportation investments and policies.
- *Timeframe:* A first step toward the update. (See Attachment A.)

2. Regional Forecasts

ABAG and MTC track and forecast the region's demographics, transportation and economic trends to inform and guide Plan Bay Area investments and policy decisions. The forecasts provide a picture of what the Bay Area may look like in 2040, so that today's decisions align with tomorrow's expected transportation, business and housing needs. These forecasts form the basis for developing the regional land use plan, which is critical for the region's ability to forecast and analyze regional travel patterns and to develop the region's transportation investment strategy. For Plan Bay Area, ABAG is responsible for the land use forecasts, including jobs, housing and population forecasts; MTC is responsible for travel demand forecasts and analysis as well as developing the transportation revenue forecasts.

REGIONAL FORECASTS

For Plan Bay Area, ABAG is responsible for the land use ~~and housing~~ forecasts, including jobs, housing and population forecasts; MTC is responsible for ~~will forecast~~ travel demand forecasts and analysis as well as developing the transportation revenue forecasts.

a. Population, Employment, Housing and Travel Demand Forecasts

The total regional jobs, housing and population forecasts provide essential information for the update to Plan Bay Area. ABAG will forecast regional employment by industry, population and households by age and income. This forecast will be built with several forecasting tools — including REMI (an econometric model), a demographic model developed by Meyers and Pitkin (USC), and a housing model developed by ABAG. These models will provide insights on the potential economic and demographic drivers for the Bay Area over the next 30 years. The forecast methodology and results will be reviewed by a technical advisory committee that includes regional agencies, consultants and scholars with substantial experience in regional analysis.

The 2017 update will not include the Regional Housing Needs Allocation (RHNA), which was required in 2013, and is expected to be included again in the 2021 Sustainable Communities Strategy.

MTC uses the population, employment and housing forecasts developed by ABAG to estimate and analyze regional travel patterns and demand on the transportation system and the resulting emissions.

- *Opportunities for Input:* Discussion at the Regional Advisory Working Group, ABAG's Regional Planning Committee, MTC's Policy Advisory Council.
- *Decision-Making Roles:* Direction from MTC's Planning Committee and ABAG's Administrative Committee; adoption by ABAG Executive Board.
- *Significance:* This technical work sets the stage for future analysis by identifying anticipated employment, population and housing growth.
- *Timeframe:* Forecasts are needed before scenario options are fully defined and evaluated. (See Attachment A.)

b. Transportation Revenue Forecast

The investment strategy for the update to Plan Bay Area will be based on an estimate of total transportation funding available looking forward at least 20 years, per federal requirements. MTC will work with partner agencies and use financial models to forecast how much revenue will be available for transportation purposes over the duration of the Plan. These forecasts are used to plan investments that fit within the "financially constrained" envelope of revenues that are reasonably expected to be available.

Under the current Plan Bay Area, revenue forecasts total $292 billion over the 28-year period, in year of expenditure dollars. Over two-thirds (68 percent) of these funds are from regional and local sources, including transit fares, dedicated sales tax programs, city and county revenues, and bridge tolls, among others. Making up the remainder are state and federal revenues (mainly derived from fuel taxes) and "anticipated" revenues, which are unspecified revenues that reasonably can be expected to become available within the Plan horizon.

- *Opportunities for Input:* Discussion at the Regional Advisory Working Group and the Policy Advisory Council.
- *Decision-Making Roles:* Direction from MTC's Planning Committee and ABAG's Administrative Committee.
- *Significance:* This technical work sets the stage for future investment strategy, identifies transportation revenue expected to flow to region over the life of the plan (at least 20 years).
- *Timeframe:* Forecasts are needed before scenario options are fully defined and evaluated. (See Attachment A.)

3. Project Performance

This component identifies potential transportation projects; evaluates those projects to determine their cost-effectiveness and contribution toward achieving the Plan's adopted performance targets; provides information on what is needed to operate and maintain the region's transportation network; and considers the effects of the transportation projects on the region's low-income and minority populations.

a. Call for Projects

The Call for Projects allows public agencies to submit candidate transportation projects for consideration in the update to Plan Bay Area. Draft guidance for submitting projects will be released in advance of the initial call for projects. The initial step will be to update information for projects included in the 2013 Plan Bay Area. The submittal process will call for each county Congestion Management Agency (CMA) to coordinate the project submittal process for their respective county and provide public comment opportunities. Larger projects spanning multiple counties or that are regional in nature may be submitted by a public agency directly to MTC.

- *Opportunities for Input:* Discussion at the Regional Advisory Working Group, MTC's Policy Advisory Council and locally through county Congestion Management Agencies. Currently planned projects will be a topic at the Plan Bay Area evening public open houses, slated for May 2015.

- *Decision-Making Roles:* CMA boards will approve project listings from each county; MTC's Planning Committee will provide overall direction.
- *Significance:* Opportunity to submit transportation projects for consideration in the update to Plan Bay Area.
- *Timeframe:* Potential projects must be identified before scenario options are fully defined and evaluated. (See Attachment A.)

b. Project Performance Assessment

Plan Bay Area is also based on MTC's commitment to evaluate major transportation projects to make sure dollars are allocated to the most cost-effective projects that support the established goals and targets. MTC will again perform a project performance assessment on major projects across the region in order to evaluate projects on two criteria: benefit-cost ratio (which captures the project's cost-effectiveness) and a target score. The target score measures the contribution the project makes toward achieving the Plan's adopted performance targets, and also evaluates how well projects meet goals related to equity, the environment and the economy.

The Commission will use its policy discretion along with the project performance assessment results to decide which transportation projects and programs to include in the preferred transportation investment strategy.

- *Opportunities for Input:* Discussion at the Regional Advisory Working Group and the Policy Advisory Council; results of this assessment will be discussed at the second round of evening public meetings relating to planning scenarios (see page 12).
- *Decision-Making Roles:* Direction from MTC's Planning Committee; approval by MTC Commission.
- *Significance:* Provides information to use in deciding which projects and programs to include in the preferred transportation investment strategy.
- *Timeframe:* Potential projects are evaluated before scenario options are fully defined and evaluated; precedes any decision by ABAG and MTC on a preferred scenario for the Plan. (See Attachment A.)

c. Operations and Maintenance Need Assessments

Plan Bay Area's "fix it first" policy ensures the region directs a majority of funding to maintaining and operating the existing transportation system. The operations and maintenance needs assessment identifies the funding needed to operate and maintain the existing transportation network — including local streets and roads, the state highway system and public transit services. MTC staff work directly with staff from transit agencies and local streets and roads agencies to get information for the need assessments.

- *Opportunities for Input:* Discussion at Regional Advisory Working Group and MTC's Policy Advisory Council.
- *Decision-Making Roles:* Direction from MTC's Planning Committee and ABAG's Administrative Committee.
- *Significance:* This technical evaluation will provide information on the funding needed to operate and maintain the region's transportation network.
- *Timeframe:* Precedes any decision by ABAG and MTC on a preferred scenario for the Plan. (See Attachment A.)

4. Scenario Analysis

With the goals and targets clearly identified, MTC and ABAG will formulate possible scenarios — combinations of land use patterns and transportation investments — that could be evaluated together to see if (and by how much) they achieve (or fall short of) the performance targets.

a. Define and Evaluate Scenarios

As part of the update to Plan Bay Area, ABAG and MTC will develop up to three land use and transportation scenarios that will provide options for distribution of the total amount of growth forecasted for the region to specific locations, coupled with different transportation investment strategies. These scenarios will seek to address the needs and aspirations of each Bay Area jurisdiction, while meeting Plan Bay Area performance targets to guide and gauge the region's future growth. The analysis of various scenarios will inform the development of a preferred alternative, both for transportation investments and a land use strategy as well as identify alternatives to analyze in the environmental review process.

The metrics identified earlier in the process (see Performance Targets, page 5) will be the basis of an analysis to gauge the effects of Plan Bay Area on the region's economy, environment, and low-income and minority populations.

- ***Economic Metrics*** seek to track the strength of the Bay Area's economy and business climate and provide a framework for evaluating the overall strength of the region's economy. The currently adopted Plan Bay Area seeks to increase gross regional product (GRP).

- ***Environmental Metrics*** measure impacts on public health and the natural environment from vehicle emissions, including greenhouse gasses and particle pollution. They also track open space preservation and active transportation.

- ***Equity Metrics*** provide a framework for evaluating equity concerns for the approximately one-fifth of the Bay Area's total population that live in areas with large numbers of low-income and minority populations. Promoting access to housing, jobs and transportation for these residents advances Plan Bay Area's objective to advance equity in the region; it also increases our chances of meeting the other performance targets. For the update to Plan Bay Area, the analysis of the equity metrics (including the supplemental equity analysis conducted for Plan Bay Area) will be fully integrated into the performance analysis of the scenarios rather than developed through a separate evaluation. <u>To further address any issues related to low-income communities and communities of color, a Regional Equity Working Group will be established and meet as needed for the focused update to Plan Bay Area, drawing from membership of the Regional Advisory Working Group and MTC's Policy Advisory Council.</u>

A number of potential transportation investments will be considered as part of the update to Plan Bay Area, but not all of these items will be funded due to limited resources. Likewise, a variety of policies will be considered to achieve the goals set earlier for the Plan. But which supporting policies will help the region achieve its goals? The tradeoffs considered in these decisions will be the focus of this component to the update of Plan Bay Area.

- *Opportunities for Input:* Topic at evening public workshops to allow public review and comment on the results of the analysis of the scenario alternatives. Discussion also at the Regional Advisory Working Group, MTC's Policy Advisory Council and ABAG's Regional Planning Committee.
- *Decision-Making Roles:* Direction from MTC's Planning Committee and ABAG's Administrative Committee; approval of land use distribution by ABAG Executive Board; and approval of transportation investment strategy by MTC Commission.
- *Significance:* The scenarios offer a regional-scale analysis for a package of investments and policies.
- *Timeframe:* Precedes any decisions by ABAG and MTC on a preferred scenario for the Plan. (See Attachment A.)

b. Adopt Preferred Scenario

Based on the results of the scenario and project performance assessments, ABAG and MTC will define a preferred scenario to advance to final environmental analysis. The preferred scenario will include a land use distribution, a transportation investment strategy and policies MTC and ABAG believe will best meet the goals and targets established early in the process.

- *Opportunities for Input:* Selection of Preferred Scenario follows the second round of evening public meetings that discussed the scenario options. Discussion at Regional Advisory Working Group, MTC's Policy Advisory Council and ABAG's Regional Planning Committee.
- *Decision-Making Roles:* Direction from MTC's Planning Committee and ABAG's Administrative Committee; adoption by MTC Commission and ABAG Executive Board.
- *Significance:* The Preferred Scenario pairs a single land use distribution that is a flexible blueprint for accommodating growth over the long term with a financially-constrained transportation investment strategy.
- *Timeframe:* Occurs after the second round of public meetings and before the detailed environmental review work can begin. (See Attachment A.)

5. Draft and Final Plan

a. Draft and Final Environmental Impact Report (EIR)

A programmatic environmental impact report on the Plan, including the preferred scenario and a limited set of alternatives, will identify the environmental impacts of the proposed long-range land-use changes and transportation investments and policies taken as a whole. A Draft EIR will be released for public comment and submitted to the appropriate resource agencies for review and comment.

- *Opportunities for Input:* A Notice of Preparation will be issued and a public scoping meeting(s) will be held to explain the environmental process and solicit early input on areas of concern. The Draft EIR will be the subject of three public hearings. Discussion at Regional Advisory Working Group, MTC's Policy Advisory Council and ABAG's Regional Planning Committee. A public comment period will be established for written and oral public comments, as per guidelines under the California Environmental Quality Act (CEQA); responses to comments will be in the Final EIR.
- *Decision-Making Roles:* Direction from MTC's Planning Committee and ABAG's Administrative Committee; approval from MTC Commission and ABAG Executive Board.
- *Significance:* Final set of actions leading to adoption of the updated Plan Bay Area.
- *Timeframe:* Final set of actions. (See Attachment A.)

PROGRAM EIR

A Program EIR is prepared on the Draft Plan and looks at the environmental impacts of proposed transportation investments and land use forecasts taken as a whole, as one large project, as required by the California Environmental Quality Act (CEQA).

b. Title VI and Environmental Justice Analysis

MTC and ABAG will conduct an equity analysis to satisfy federal requirements with respect to the metropolitan planning process. The analysis will measure both the benefits and burdens associated with the investments in the update to Plan Bay Area to determine that minority, limited English proficient and low-income communities share equitably in the benefits of the investments without bearing a disproportionate share of the burdens.

- *Opportunities for Input:* Discussion at Regional Advisory Working Group and MTC's Policy Advisory Council.
- *Decision-Making Roles:* Direction from MTC's Planning Committee.

- *Significance:* Provides information on the effects of Plan Bay Area on the region's minority, limited English proficient and low-income communities.
- *Timeframe:* Final set of actions. (See Attachment A.)

c. Air Quality Conformity Analysis

The air quality conformity analysis considers if the transportation projects in the financially constrained Plan Bay Area, taken together, do not cause new air quality violations, worsen existing air quality, or delay timely attainment of the federal air quality standards pertaining to ozone, carbon monoxide and particulate matter (PM2.5). The analysis is done to meet federal planning requirements in accordance with the latest U.S. Environmental Protection Agency transportation conformity regulations and the Bay Area Air Quality Conformity Protocol (MTC Resolution No. 3757).

- *Opportunities for Input:* Technical analysis will be discussed by the Regional Air Quality Conformity Task Force.
- *Decision-Making Roles:* Direction from MTC's Planning Committee; approval from MTC Commission.
- *Significance:* Final set of actions leading to adoption of the updated Plan Bay Area.
- *Timeframe:* Final set of actions. (See Attachment A.)

d. Draft and Final Plan

Release of the Draft Plan Bay Area will initiate another round of public meetings to gather comments on the draft in preparation for final Plan adoption. MTC and ABAG will seek input on the Draft Plan through a variety of methods.

Staff anticipates a concurrent release of the Draft EIR and Draft Plan Bay Area documents for 45-day and 55-day public comment periods, respectively. The Draft EIR analysis, together with input from the public on the Draft Plan, will inform the policy discussions and public dialogue leading to the Final Plan Bay Area adoption by both ABAG and MTC, anticipated to occur in June 2017.

- *Opportunities for Input:* The Draft Plan will be the subject of the third series of public meetings, including at least three public hearings. Discussion at Regional Advisory Working Group, MTC's Policy Advisory Council and ABAG's Regional Planning Committee.
- *Decision-Making Roles:* Direction from MTC's Planning Committee and ABAG's Administrative Committee; approval from MTC Commission and ABAG Executive Board.
- *Significance:* Final set of actions leading to adoption of the updated Plan Bay Area.
- *Timeframe:* Final set of actions. (See Attachment A.)

III. Related Work

A. Tracking Performance

At both the scenario and project levels, Plan Bay Area emphasizes performance. To complement this performance focus, a new, dynamic performance monitoring effort is underway.

Vital Signs Regional Performance Monitoring Initiative –
In coordination with regional partners, MTC is leading a new regional performance monitoring initiative to track regional progress toward key transportation, land use, environmental, and economic goals. Vital Signs will measure on-the-ground performance and help to inform the public and policymakers alike about critical regional trends. The results will provide an early look at progress towards regional objectives established in Plan Bay Area and help inform its update.

Vital Signs will focus on observed data and be updated annually. These results will be shared with the public through a new interactive performance monitoring portal, integrating maps and graphs to explore regional data and allowing the public to better understand the performance of their neighborhood or city in the broader regional context.

Performance results will be released in multiple phases, starting with transportation and land use metrics in early 2015. Additional Vital Signs metrics related to economic and environmental performance will be released through mid-2015.

B. Countywide Transportation Plans

Bay Area counties are authorized by state law to develop Countywide Transportation Plans on a voluntary basis, and the countywide plans are an integral part of Plan Bay Area. These long-range planning and policy documents assess transportation needs and guide transportation priorities and funding decisions for that county over a 20-25 year horizon. These countywide plans inform the transportation projects and programs that are forwarded to MTC for consideration in the region's long-range plan. Adopted countywide transportation plans in the Bay Area can be found at the links shown below. MTC's guidelines for

development of countywide plans by the county Congestion Management Agencies can be found here:

http://www.mtc.ca.gov/planning/ctp/RES-2120.pdf

Alameda County: Alameda County Transportation Commission
http://www.alamedactc.org/app_pages/view/795

Contra Costa County: Contra Costa Transportation Authority
http://ccta.net/sources/detail/11/1

Marin County: *No current plan*

Napa County: Napa County Transportation and Planning Agency
http://www.nctpa.net/vision-2040-project-overview

San Francisco County: San Francisco County Transportation Authority
www.sfcta.org/transportation-planning-and-studies/san-francisco-transportation-plan-2040-home

San Mateo County: City/County Association of Government of San Mateo County
http://ccag.ca.gov/programs/planning/countywide-transportation-plan/

Santa Clara County: Santa Clara Valley Transportation Authority
http://www.vta.org/projects-and-programs/planning/valley-transportation-plan-2040-vtp-2040

Solano County: Solano Transportation Authority
http://www.sta.ca.gov/Content/10054/ComprehensivePlans.html

Sonoma County: Sonoma County Transportation Authority
http://www.sctainfo.org/reports/Comprehensive_Transportation_Plan/2009%20Comprehensive%20Transportation%20Plan.htm

C. Legal Settlements

ABAG and MTC agreed to perform a number of activities associated with the 2017 update to Plan Bay Area and its companion programmatic Environmental Impact Report (EIR) as part of legal settlements. These activities include, but are not limited to, feasibility analyses, healthy infill guidelines and Priority Development Area performance assessment. The settlement agreements can be found online at http://planbayarea.org/plan-bay-area/legal-settlements.html.

IV. Public Engagement

In developing the update to Plan Bay Area, ABAG and MTC strive to promote an open, transparent process that encourages the ongoing and active participation of local governments and a broad range of interest groups and individuals from the general public. That will entail involving both government and non-government agencies, organizations and individuals in the multi-year planning effort.

A. Local Governments

A partnership with local governments — from elected officials to city managers, planning and public works directors, transit operators, and congestion management agencies — is critical to the update to Plan Bay Area. Local officials can provide the valuable context and specifics about local priorities, and explain how the regional plan supports these. One avenue for discussion with local government staff is through the Regional Advisory Working Group (RAWG), described below. In addition to the staff-to-staff discussions that will occur at the RAWG meetings, ABAG and MTC will work with members of their policy boards to coordinate meetings in each county with elected officials and local government staff. County Congestion Management Agencies (CMAs) provide a meeting structure that will also be used to discuss issues related to Plan Bay Area.

LOCAL CONTEXT

For public workshops, MTC and ABAG will seek partnerships with local and county government, Caltrans and other public agencies to explain the relationship of the regional plan to adopted local priorities for transportation and land use.

Regional Advisory Working Group (RAWG): Comprised of local government staff as well as staff from county Congestion Management Agencies, transit agencies and county health departments, the primary purpose of this ad hoc group is to enable MTC and ABAG staff to provide information to and receive input from local and county-level staff. Regular discussions on technical milestones will be held; the group will meet as needed. It is anticipated that the RAWG will meet approximately monthly throughout 2015 and early 2016.

The Regional Advisory Working Group has no set membership, its meetings are open to the public and representatives from other organizations, and any individuals interested in the development of Plan Bay Area are invited to participate and provide feedback. Because it is primarily a staff-to-staff group, RAWG meets during the workday. Meeting materials are posted on the Plan Bay Area website; meetings are audiocast over the Internet and archived on the web.

ABAG DELEGATE MEETINGS

An elected official from each city, town and county in the Bay Area serves as a delegate to ABAG's General Assembly. Shortly after adoption of Plan Bay Area in 2013, ABAG staff convened regular meetings of their ABAG delegates in each county to start an ongoing dialogue with these elected officials about the challenges in implementing Plan Bay Area and how ABAG could be of greater help.

To date, ABAG has held delegate meetings in San Mateo, Santa Clara, Alameda, Solano, Sonoma, Marin, Napa and Contra Costa counties with anywhere from five to 15 delegates in each meeting. These conversations are helping to inform ABAG and MTC about the challenges facing local jurisdictions as they seek to implement Plan Bay Area in ways that reflect their local land use controls as well as their unique assets and values. Some communities are focused on creating more open space and recreation areas for their residents while others seek to attract more jobs or create additional transportation and housing options for local families.

ABAG staff will conduct a second and third round of delegate meetings with elected officials in each county over the next two years to continue learning about local issues and challenges and to provide local officials an even greater voice in the shaping of the update to Plan Bay Area.

B. General Public

The general public has several avenues for ongoing participation in the development of the Plan.

- Key issues and policy matters will be presented at public meetings or open houses held in the evening. MTC and ABAG will hold a minimum of three public meetings in Alameda, Contra Costa, San Francisco, San Mateo and Santa Clara counties, and one or more meetings in the less populous Marin, Napa, Solano and Sonoma counties over the course of developing the Plan. Topics will include goals, alternative scenarios, and the Draft Plan and Draft Environmental Impact report, as detailed in Attachment A, Key Milestones 2014-2017.
- For public workshops, MTC and ABAG will seek partnerships with cities and counties, Caltrans and other public agencies to explain the relationship of the regional plan to adopted local priorities for transportation and land use.

- ABAG and MTC policy board meetings present another opportunity for the public to keep abreast of the Plan's development. The committees are described below.
- Additionally, ABAG and MTC both have advisory panels that meet on a regular basis. The Plan's development will be presented to these groups for discussion and comment. The committees are described below; meetings are open to the public.
- The public is invited to be an active participant in meetings of the Regional Advisory Working Group, where a wide range technical and policy issues will be discussed.
- The Plan Bay Area website (www.PlanBayArea.org) is another way for the public to stay informed on the progress of the update or participate in online surveys or comment forums.
- Regular updates will be sent to interested members of the public via electronic newsletters and email.

C. Policy & Advisory Committees

Regularly scheduled meetings of ABAG's and MTC's policy and advisory committees present another opportunity for interested members of the public — whether government or non-government — to stay involved. Meeting times and locations will be posted on the Plan Bay Area website. If unable to attend, meeting materials will be accessible via the Plan Bay Area website (www.PlanBayArea.org) as well.

Additionally, meetings of MTC's policy board are audiocast and archived at mtc.ca.gov/meetings/schedule/. ABAG's major meetings (Executive Board, Legislation and Governmental Organization Committee, Finance and Personnel Committee, Regional Planning Committee and General Assembly) are videotaped and available on regional-video.com/mtc-abag-video-index/ (YouTube) and also linked from ABAG's website abag.ca.gov/meetings/.

The ABAG Executive Board: ABAG's Executive Board carries out policies established by the General Assembly, which is composed of representatives of the Bay Area's 101 cities, towns and counties. ABAG's Executive Board makes operating decisions and controls expenditures and acts on recommendations from other Association committees. The 38 voting memberships on the Executive Board include elected officials reflecting population size of the nine counties, with non-

voting members representing state or federal agencies invited to serve at the pleasure of the Board. The Executive Committee meets the third Thursday of every other month, beginning in January, at 7 p.m. in the auditorium of the Joseph P. Bort MetroCenter.

ABAG General Assembly: ABAG's General Assembly meets twice a year (usually in April and October) and determines policy matters for the Association, including adoption of the annual budget and work program, and reviews major policy actions and recommendations of the Executive Board. General Assembly delegates from each member city and county and their alternates must be elected officials from the jurisdiction they represent — except for the City of San Francisco, where the mayor may appoint as his or her alternate any officer of that government. Each member city and county has one vote in the General Assembly; San Francisco is counted as both a city and county for the purposes of membership. Votes are tabulated separately for county representatives and for city representatives, with majority vote of each group required for action or adoption of policy recommendations.

Metropolitan Transportation Commission: MTC is guided by a 21-member policy board composed of local officials from the nine Bay Area counties, including two members who represent regional agencies — ABAG and the Bay Conservation and Development Commission — as well as three nonvoting members appointed to represent the U.S. Department of Housing and Urban Development, the U.S. Department of Transportation, and the California Department of Transportation. Sixteen of the voting commissioners are appointed by local elected officials in each county, including the mayors of the three most populous cities in the region — San Jose, San Francisco and Oakland. The Commission generally meets monthly on the fourth Wednesday of the month, at approximately 10 a.m., at MTC's offices in Oakland, in the Joseph P. Bort MetroCenter.

Joint ABAG and MTC Meetings: To more fully collaborate, the **MTC Planning Committee** and **ABAG's Administrative Committee** will meet jointly as needed to oversee development of the update to Plan Bay Area. At major planning milestones, staff will present a summary of key comments heard from public workshops, open houses, online forums, telephone polls and the like. ABAG's Administrative Committee submits reports and recommendations to the Executive Board or acts for the Executive Board in a month when the Board does not meet or in an emergency. MTC's Planning Committee considers issues related

to Plan Bay Area and other regional plans, state and federal air quality plans, corridor studies, as well as connections between transportation and land use.

Additionally, both the full MTC Commission and ABAG Executive Board will meet jointly at key milestones throughout the process.

ADVISORY COMMITTEES TO THE PLAN BAY AREA UPDATE

Joint Policy Committee: The Bay Area Joint Policy Committee (JPC) coordinates the planning efforts of ABAG and MTC, as well as the Bay Area Air Quality Management District (BAAQMD) and the Bay Conservation and Development Commission (BCDC). The JPC has 20 voting members (five each from the four regional agencies) who work on issues of interest to the four agencies, including climate change adaptation, regional economic development, renewable energy and Plan Bay Area.

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

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

The Bay Area Partnership: This group of top executives from Bay Area transit operators, county Congestion Management Agencies and public works

departments, as well as regional, state and federal transportation, environmental and land use agencies, advises MTC periodically on key planning issues, including Plan Bay Area. Staff level working groups meet occasionally on issues such as local roads, public transit and transportation finance.

The Active Transportation Working Group: The Active Transportation Working Group is an advisory group to MTC staff focused on bicycle and pedestrian policy to reduce crashes and encourage more people to use active modes. The group is comprised of staff members from local cities, transit agencies, county Congestion Management Agencies, advocacy groups, public health departments and other interested residents. They advise MTC staff on pedestrian and bicycle policy, funding, engineering and design issues. They meet approximately every other month at MTC's offices and will provide staff-level feedback as appropriate.

D. Additional Outreach to Government

FEDERAL, STATE AND OTHER GOVERNMENT AGENCIES AND NATIVE AMERICAN TRIBAL GOVERNMENTS

In addition to the local governments that will be involved in the update to Plan Bay Area, MTC and ABAG will consult with officials responsible for other types of planning activities that are affected by transportation in the area, such as federal and state conservation and historic preservation agencies. Consultation will be based on the agency's needs and interests. At a minimum, agencies will be informed about the process to develop the update and will be provided an opportunity to participate.

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

STATUTORILY REQUIRED INPUT

As required by SB 375 legislation, at least two informational meetings in each county will be held for members of the county board of supervisors and city councils to review and discuss the Draft Plan and consider their input and recommendations. Notice of the meeting shall be sent to each city clerk and to the clerk of the board of supervisors. One informational meeting will be conducted if attendance at the one meeting includes county board of supervisors and city council members representing a majority of the cities representing a majority of the population in the incorporated areas of that county.

V. Public Participation Strategies

Development of the update to Plan Bay Area will be a multi-year effort. Public participation strategies for major milestones will be identified and posted on www.PlanBayArea.org. Detail for all milestones is described in Chapter 2, although it is important to note that this is an iterative process that is subject to change. Throughout each phase, ABAG and MTC will use a variety of participation techniques to engage a wide range of residents, as described in this Participation Techniques section.

A. Voices from Underserved Communities

The success of Plan Bay Area is dependent on all voices in the region being represented and involved. MTC and ABAG will take special effort to engage minority and low-income residents that do not typically participate in regional government planning efforts.

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

B. Other Partnerships

To encourage partnerships with the many interested groups and to help reach out to and involve individuals, local government officials, and community organizations, a Plan Bay Area "tool kit" will be developed. The tool kit will include information to continue discussions with other interested members of the public, publicize comment opportunities and build general awareness for the long-range planning effort. We will build upon the networks of advisors and the work of partner agencies.

C. Participation Activities

The public participation efforts will include:

Advance Notice

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

Meetings, Open Houses, Workshops, Public Hearings

- Provide opportunities for a discussion in each county on important issues surrounding how Plan Bay Area can better support local activities. Pursuant to state statute, MTC and ABAG will hold a minimum of three public meetings in Alameda, Contra Costa, San Francisco, San Mateo and Santa Clara counties, and one or more meetings in the less populous Marin, Napa, Solano and Sonoma counties.
- Promote a civil atmosphere at public meetings that provides an opportunity for all participant to speak free of disruptions and personal attacks.
- Host public meetings, open houses or workshops in convenient and accessible locations and at a variety of times (evenings, weekends, as well as weekdays).
- Hold at least three public hearings on the Draft Plan Bay Area or Alternative Planning Strategy, if one is prepared; hold the public hearings in different parts of the region to maximize the opportunity for participation by members of the public throughout the region.
- Use "visualization" techniques to communicate technical planning issues and strategies to the public, such as maps, videos, graphics, animation or computer simulation to depict alternatives under consideration.
- Provide a summary of comments heard at public meetings via www.PlanBayArea.org.

Internet/Social Media

- Use a single web address — www.PlanBayArea.org — so members of the public have a single place to go for current updates and to request to receive notices and information.
- Maintain an archive of past workshop meeting materials on the Plan Bay Area website.
- Offer interactive web polls, surveys, etc.
- Provide timely, easy-to-understand information on a website that is accessible, per the Americans with Disabilities Act.
- Use social media to reach and engage residents.

Media Outlets

- Issue press releases to media outlets, including ethnic, foreign-language and community media, to keep reporters apprised of progress and generate coverage on radio, television, newspapers and the Internet.
- Translate news releases about public meetings into Spanish and Chinese, or other languages as appropriate. ,.

Outreach to targeted groups

- Recruit "ambassadors" to help spread the word about public comment opportunities.
- Piggy-back on existing meetings in order to attract greater attendance and participation.
- Seek out and consider the needs of those traditionally under-represented in the planning process, including minority, low-income and limited English proficient communities.
- Provide assistance, if requested at least three working days prior to a meeting, to people with disabilities and language assistance to people with limited English proficiency. (Five or more days' notice is preferred.) Such requests may be made through the MTC Public Information Office at 510-817-5757.

Other

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

VI. Public Participation Goals for Plan Bay Area

People who take the time and energy to participate should feel it was worth their while to join in the discussion and debate. MTC, with assistance from ABAG, commits to the following goals and performance benchmarks to measure the effectiveness of the public participation program.

"What I want is to get done what the people desire to have done, and the question for me is how to find that out exactly."

—Abraham Lincoln

1. **Promote a transparent process:** MTC and ABAG should make every effort to make the often-complex planning process transparent so that the public has early and continuing opportunities to help shape policies and inform decisions.

2. **Encourage broad participation:** The process should include the greatest number of people possible from throughout the region and reflect the diverse Bay Area population, regardless of individuals' language, personal mobility or ability to attend a meeting, subject to available budget and resources.

3. **Engage for impact:** The feedback received through this Public Participation Plan should be analyzed and provided to policy makers in a timely manner to inform their decisions. Interested participants should be informed of actions by MTC and ABAG at key milestones throughout the planning process.

4. **Build knowledge:** This program is an opportunity for MTC and ABAG to inform a wide range of people about transportation and land-use issues in the Bay Area. Each step of the process should include an educational element to set context and promote increased understanding of the plan and relevant topics.

Targeted Performance Measures

MTC and ABAG will survey participants in an effort to inform and improve future outreach and involvement programs. Results from the survey and other data will be used to conduct an evaluation of Plan Bay Area public engagement at the conclusion of the planning process. Following are specific performance metrics that will be tracked:

1. Promote a transparent process

   - For each major technical planning milestone, develop user-friendly web content and/or handouts written in plain language explaining:

    - the purpose of the work
    - significance or impact on other plan elements
    - opportunities for public input
    - decision-making roles
- Produce user-friendly videos, interactive data visuals, maps and other graphic elements to help tell the story.

2. Encourage broad participation

- The demographics of targeted groups (age, ethnicity, income, primary language, geographic location, disability) roughly mirror the demographics of the Bay Area's population.
- Four thousand or more comments are logged on the Plan Bay Area update or associated documents.
- There are 100,000 visits or "page views" to the Plan Bay Area website.
- Online engagement options are available for those who are not able to attend meetings.
- Meetings are held in all nine counties, in central locations and accessible by public transit to the extent feasible.
- Meetings are linguistically accessible to 100 percent of participants, with three (3) working days' advance request for translation. (Meeting announcements offer translation services with advance request for translation services.)
- All meetings are accessible under the requirements of the Americans with Disabilities Act (ADA).
- Plan Bay Area or elements of it are mentioned in at least 200 radio or TV broadcasts, online forums and blogs, social media, newspaper articles, editorials, commentaries, or other printed media.

3. Engage for impact

- One hundred percent of written correspondence received is logged, analyzed and shared in a timely manner with staff and policy makers for consideration.
- One hundred percent of written correspondence is acknowledged.
- Policy decisions and other actions are summarized and reported back to the database of interested residents at key milestones in the process.

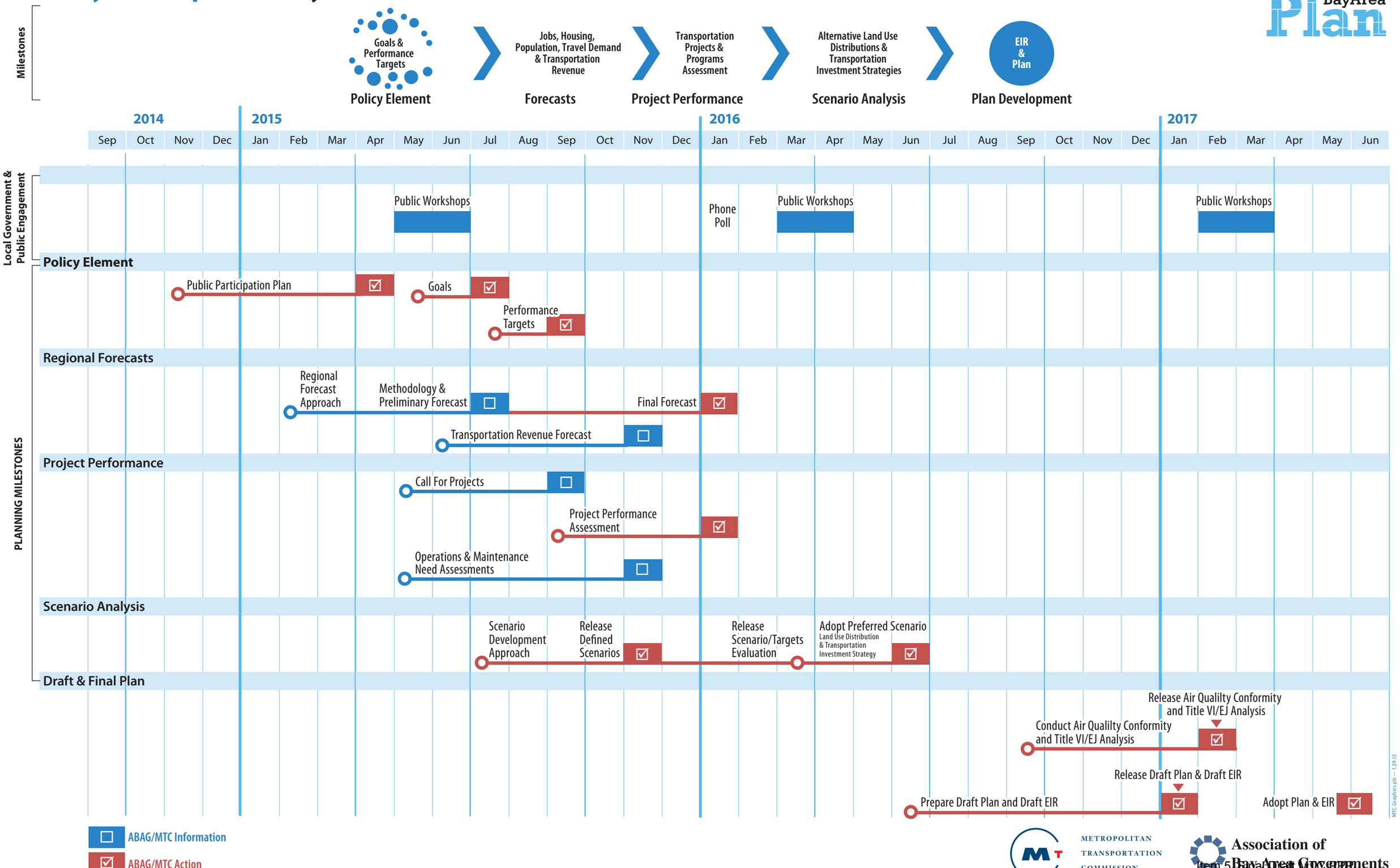
4. Build knowledge

- Sixty percent of participants surveyed “strongly agree or agree” with statements that rate Plan Bay Area public participation efforts provided:
    - Sufficient opportunity to comment/ask questions
    - Clear information at an appropriate level of detail
    - An opportunity to learn about transportation and land use issues
    - An opportunity to hear other perspectives and different points of view

Plan Bay Area Update: Key Milestones 2014–2017

Attachment A

Plan BayArea



METROPOLITAN TRANSPORTATION COMMISSION

Association of Bay Area Governments

Attachment B – Responsibilities & Roles: 2017 Plan Bay Area

Major Tasks	Advisory				Decision-Making		
	A	B	E	F	G	H	I
	Partnership Board	Regional Advisory Working Group	Policy Advisory Council	Regional Planning Committee	MTC Planning Committee & ABAG Administrative Committee	Executive Board	Commission
	MTC	Joint	MTC	ABAG	Joint	ABAG	MTC
1. Policy Element							
Goals		●	●		☑		☑
Performance Targets		●	●		☑		☑
2. Regional Forecasts							
Population/Employment/Housing Forecasts		●	●	●	☑	☑	
Transportation Revenue Forecast		●	●		●		
3. Project Performance	●						
Call For Projects		●	●		●		
Project Performance Assessment		●	●		☑		☑
Operations & Maintenance Needs Assessment		●	●		●		
4. Scenario Analysis	●						
Define & Evaluate Scenarios		●	●	●	☑	☑	☑
Adopt Preferred Scenario [Land Use Distribution+ Transportation Investment Strategy]		●	●	●	☑	☑	☑
5. Draft and Final Plan							
Draft EIR		●	●	●	☑	☑	☑
Draft Plan		●	●	●	☑	☑	☑
Air Quality Conformity Analysis		●	●		☑		☑
Final EIR		●	●	●	☑	☑	☑
Final Plan		●	●	●	☑	☑	☑

● Input/Information
☑ Action/Decision

NOTE: Information provided is tentative and subject to change.

Action items presented jointly to MTC's Planning Committee and ABAG's Administrative Committee may seek a recommendation from one or both committees.