

**METROPOLITAN TRANSPORTATION COMMISSION**  
**PUBLIC PARTICIPATION PLAN**

for the SAN FRANCISCO BAY AREA

Draft  
March 23, 2018

**Please send written comments  
by May 7, 2018, to:**

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Borrador Preliminar del Plan para la Participación del Público llame al 415.778.6757.



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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. In addition, in July 2017, the staffs of the Association of Bay Area Governments (ABAG) and MTC consolidated and are now working as one integrated team to promote better collaboration and integration on common goals, and to achieve operating efficiencies. This combined work force supports the governing boards of both agencies. ABAG supports regional planning and cooperation among the cities and counties of the San Francisco Bay Area.

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

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

## A. MTC'S COMMITMENT TO PUBLIC PARTICIPATION

### Guiding Principles

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

1. Public participation is a dynamic activity that requires teamwork and commitment at all levels of the MTC organization.
2. One size does not fit all — input from diverse perspectives enhances the process.
3. Effective public outreach and involvement requires relationship building with local governments, 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 communicating in clear, compelling language and visuals.
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 as an environmental justice principle 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 long-range 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.

### **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 from various parties on items going before the Commission for action 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**

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.

## **B. FEDERAL AND STATE REQUIREMENTS**

### **Fixing America’s Surface Transportation (FAST)**

Federal funding levels and regulations are established by Congress in surface transportation acts. The most recent act, Fixing America’s Surface Transportation (FAST), was signed into law by President Obama on December 4, 2015, and 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 employees, public ports, 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.

The FAST Act also encourages MTC — when developing the Regional Transportation Plan and the Transportation Improvement Program (TIP) — to coordinate transportation plans with expected growth, economic development, tourism, natural disaster risk reduction, 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.

### **GET INVOLVED: ACCESSIBLE MEETINGS**

All Commission public meetings or events are held in locations accessible to persons with disabilities. Monthly meetings of the Commission and its standing 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 (415.778.6757) at least three working days (72 hours) prior to the meeting (five or more days’ notice is preferred).

## **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 <https://mtc.ca.gov/about-mtc/public-participation/get-language-assistance>.

- *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 — as part of the Regional Transportation Plan — to integrate planning for growth and housing with long-range transportation investments, and to reduce per-capita Carbon Dioxide (CO<sub>2</sub>) emissions from 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 2050, the region's next 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, 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:

### A. 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 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, Environment and Social Equity.

The Council is consulted during the development of MTC policies and strategies, and their recommendations on various issues are 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 addresses Commissioners directly at MTC committee and Commission meetings. MTC Resolution No. 3931 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 videocast 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 and packets are posted on MTC's website.

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 ([mtc.ca.gov/about-mtc/what-mtc/mtc-organization/standing-committees/policy-advisory-council](http://mtc.ca.gov/about-mtc/what-mtc/mtc-organization/standing-committees/policy-advisory-council)) or call MTC's Public Information Office at 415.778.6757.

## **B. THE HUB @ 375 BEALE AND THE MTC-ABAG LIBRARY**

The public can access key documents at The Hub @ 375 Beale, located on the first floor in the Bay Area Metro Center (the building that houses MTC offices) at 375 Beale Street in San Francisco; agendas are posted adjacent to the front door of MTC's office building. The Hub @ 375 Beale also provides Bay Area Metro Center visitors with information and products related to the agencies housed in the building (Association of Bay Area Governments, Bay Area Air Quality Management District and the Metropolitan Transportation Commission).

The Hub offers the public two public access Internet terminals to conduct searches of information on MTC's projects and programs. The hours for the Hub are generally Monday-Friday from 8 a.m. to 6 p.m., and on Saturdays from 9 a.m. to 1 p.m., but are subject to change. Check the website or call MTC Public Information (415.778.6757) for exact hours.

The MTC-ABAG library is located on the seventh floor of Bay Area Metro Center and is open to the public by appointment; call 415.778.5236 or e-mail [library@bayareametro.gov](mailto:library@bayareametro.gov) to schedule an appointment. The 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.

The commitment to using technology to extend public outreach continues with MTC-ABAG 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.

The library makes public resource materials available for download via its publicly available catalog at <http://slko60.liberty3.net/mtc/opac.htm>.

## **C. 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. Occasionally the Commission may 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 committees– 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 posted on MTC’s website and in the display panel in front of the building; 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:

***MTC Standing Committee Structure and Responsibilities***

<b>Administration Committee</b>	<b>Programming &amp; Allocations Committee</b>	<b>Planning Committee*</b>	<b>Operations Committee</b>	<b>Legislation Committee*</b>
<i>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 <a href="http://www.mtc.ca.gov">www.mtc.ca.gov</a>.</i>		<i>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 <a href="http://www.mtc.ca.gov">www.mtc.ca.gov</a>.</i>		
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/Sustainable Communities Strategy  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

\*When agenda items warrant, Planning Committee meets jointly with the ABAG Administrative Committee, and Legislation Committee meets jointly with the ABAG Legislation Committee.

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 regional headquarters building in San Francisco.

**Access to MTC Meetings**

<b>Web Access to MTC Meetings</b> <a href="https://mtc.ca.gov/whats-happening/meetings">https://mtc.ca.gov/whats-happening/meetings</a>				<b>If You Have Limited or No Web Access</b>
Meeting Materials	<b>WHAT ...</b> is available on the web?	<b>WHEN ...</b> is it posted on the web?	<b>HOW LONG...</b> is it available on the web?	<i>Contact the MTC Public Information Office at 415.778.6757 to request meeting materials</i>
Meeting Agendas	<ul style="list-style-type: none"> <li>◆ MTC Commission</li> <li>◆ Standing committees</li> <li>◆ Advisory committees</li> </ul>	One week prior to meeting**	At least 6 months	Mailed to interested public or available at meeting
Meeting Packets	<i>Same as above</i>	<i>Same as above</i>	At least 6 months	<i>Same as above</i>
Webcast of Meetings	<ul style="list-style-type: none"> <li>◆ MTC Commission</li> <li>◆ Standing committees</li> <li>◆ Policy Advisory Council meetings</li> </ul>	Listen to meeting live	At least 6 months	View in a public library or at The Hub @ 375 Beale
MTC Meeting Schedule	Schedule of Commission and advisory committee meetings	Posted and updated continuously	Posted and updated continuously	<i>Contact the MTC Public Information Office to confirm dates</i>

**\*\* Final agendas are posted 72 business hours in advance of the meeting time via an electronic screen adjacent to the front door of MTC's offices at 375 Beale Street, San Francisco.**

## D. 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 in The Hub @ 375 Beale, located on the first floor of the Bay Area Metro Center.

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.

## E. DATABASE KEEPS THE PUBLIC IN THE LOOP

MTC maintains a database of local government officials and staff, 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.

## F. SOCIAL MEDIA

Another way to keep abreast of hot topics, events and comment opportunities is to follow MTC on social media, including Facebook, Twitter and Instagram. All of MTC's social media platforms are accessible via the footer (bottom section) of MTC's website: [www.mtc.ca.gov](http://www.mtc.ca.gov).

Likewise you can sign up via a service called GovDelivery to receive MTC's e-newsletter, press releases and daily news headlines via email from MTC. The GovDelivery sign-up form is available in the footer (bottom section) of MTC's website: [www.mtc.ca.gov](http://www.mtc.ca.gov).

### GET INVOLVED: SIGN UP FOR MTC'S DATABASE

Stay informed by signing up to receive mailings or periodic emails concerning major MTC initiatives. Request to be added to MTC's database by calling MTC's Public Information Office at 415.778.6757 or e-mailing [info@bayareametro.gov](mailto:info@bayareametro.gov)

## G. WEBSITES: [WWW.MTC.CA.GOV](http://www.mtc.ca.gov), VITAL SIGNS AND BAY AREA METRO WEB PORTAL

MTC's website — [www.mtc.ca.gov](http://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; information about the MTC-ABAG Library and a link to the library catalog; and 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 BayAreaFasTrak.org site for users of the region's automated toll system.

The Vital Signs website — [www.vitalsigns.mtc.ca.gov](http://www.vitalsigns.mtc.ca.gov) — provides interested persons access to a wealth of data on Bay Area travel and commute patterns. Vital Signs tracks trends related to transportation, land and people, the economy, the environment and social equity. This data-driven website compiles dozens of indicators; each is presented with interactive visualizations that allow readers to explore historical trends, examine differences between cities and counties, and even compare the Bay Area with other peer metropolitan areas.

Bay Area Metro web portal — [www.bayareametro.gov](http://www.bayareametro.gov) — MTC also manages a web portal that connects Bay Area residents with matters that are of interest to both MTC and its sister agency, the Association of Bay Area Governments (ABAG). A blog, The Bay Link, can be accessed via this portal, and includes news, views and analysis on a range of topics, including housing, land use, transportation, economic development, social equity, the environment, sustainability, climate change and resilience.

### GET INVOLVED: TRACK MTC VIA WEB

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

## H. MEDIA OUTLETS HELP ENGAGE THE PUBLIC

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 local, regional and state 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.

### 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](http://www.mtc.ca.gov/news/headlines.htm).

## I. STAFF DEDICATED TO ASSISTANCE

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 provide 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 to MTC-related inquiries from the public and media by telephone (415.778.6757), U.S. mail (375 Beale Street, Suite 800, San Francisco, CA 94105) or e-mail ([info@bayareametro.gov](mailto:info@bayareametro.gov)).



### **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 long-range Regional Transportation Plan.

A menu of participation techniques follows, and includes some tried-and-true approaches as well as an emphasis on digital engagement, based on what we heard from the public and partner agencies in response to recent outreach done in advance of updating this plan.

#### **Public Engagement Methods**

- Conduct meetings, workshops and open houses at varied times of day, including evening meetings, to encourage participation
- Provide remote access to meetings by webcasting meetings
- Present to existing groups and organizations; co-host events with community groups, business associations, etc.
- Participate in existing community events
- Host online meetings via telephone town halls or online webinars
- Contract with community-based organizations in low-income and minority communities for targeted outreach
- Use innovative outreach techniques such as “pop-up” meetings in public locales
- Organize small-group discussions such as focus groups with participants recruited randomly from telephone polls or recruited by stakeholder interest groups
- Sponsor a topical forum or summit with partner agencies, the media or other community organizations
- Host Question-and-Answer sessions with planners and policy board members

#### **Use of the Internet/Electronic Access to Information**

- Maintain website with updated content, interactive surveys and opportunities for comment
- Use social media to reach a larger audience
- Post video recordings of past public meetings/workshops
- Post open house/workshop written and display materials
- Encourage interaction among participants via web

- Provide access to planning data (such as maps, charts, background on travel models, forecasts, census data, research reports)
- Post information in advance of public meetings

### **Visualization Techniques**

- Maps
- Charts, illustrations, photographs
- Table-top displays and models
- Online interactive surveys, polls
- Electronic voting at workshops
- PowerPoint slide shows
- Videos to summarize issues and meetings, and to interview keyplayers

### **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.

### **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 newsreleases
- 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

### **Notify Public via**

- Website
- Digital advertising
- Use of MTC-ABAG blog
- Blast e-mails
- Disseminate information through partnerships with local government, transit operators and community-based and interest organizations
- Electronic newsletters
- Social media outlets
- Local media

### **Techniques for Involving Low-Literacy Populations**

- Train staff to be alert to and anticipate the needs of low-literacy participants in meetings, workshops
- 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**

- Presentations and discussions with 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 (such as pop-up meetings at flea markets, libraries, health centers, etc.)
- Use of community and minority media outlets to announce participation opportunities

### **Techniques for Involving Limited-English Proficient Populations**

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 <https://mtc.ca.gov/about-mtc/public-participation/get-language-assistance>.

- Conduct meeting entirely in alternative language (e.g., Spanish, Chinese)
- Train staff to be alert to and anticipate the needs of Limited-English Proficient participants at meetings and workshops
- 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 on request
- Translated news releases and outreach to alternative language media, such as radio, television, newspapers and social media
- 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
- Notify participants when comments heard or survey results are reported to decision makers
- E-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 MTC transportation initiatives 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 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 transportation impacts on the environment are addressed. Thus, it might be easier for a member of the public to influence decisions about projects at this stage. 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 ([https://mtc.ca.gov/sites/default/files/Guide-to-the-2017-TIP\\_3-17\\_web2.pdf](https://mtc.ca.gov/sites/default/files/Guide-to-the-2017-TIP_3-17_web2.pdf)) and is also available for viewing in the MTC-ABAG 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 right for instructions).

### A. REGIONAL TRANSPORTATION PLAN

The long-range Regional Transportation Plan (RTP) prioritizes and guides Bay Area transportation development for at least the next 20 years. The RTP is the comprehensive blueprint for transportation investments, and establishes the financial foundation for how the region invests in its surface transportation system by identifying how much funding is reasonably expected to be available to address

### GET INVOLVED: SIGN UP FOR MTC’S RTP DATABASE

One of the ways to have the most impact on MTC’s policy and investment decisions is to participate in an update of the regional transportation plan (RTP). Contact MTC’s Public Information Office online at [info@bayareametro.gov](mailto:info@bayareametro.gov), or call 415.778.6757, and ask to be included in MTC’s database.

critical transportation needs and describing how it should be prioritized. 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, and includes 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 (SCS) for achieving a regional target for reducing per-capita CO<sub>2</sub> emissions from 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, the Bay Area Air Quality Management District and the Bay Conservation and Development Commission also develop plans that incorporate air quality objectives and shoreline planning, respectively.

The law also calls for a separate Public Participation Plan for development of the Regional Transportation Plan and Sustainable Communities Strategy. The current RTP is known as Plan Bay Area 2040, adopted by the MTC and ABAG governing boards in July 2017. The next update of the RTP/SCS will be known as Plan Bay Area 2050. Appendix A describes a Public Participation Plan for Plan Bay Area 2050.

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 thousands 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 2050, the next update to the RTP/SCS that is slated to be completed by 2021.

- **RTP Amendment**

An amendment is a major revision to an 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)**

<b>Public Participation for an RTP Update</b>
<p>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.</p>
<p>❷ Implement public outreach and involvement program, which may include:</p> <ul style="list-style-type: none"> <li>• Numerous targeted workshops with local governments, partner agencies, advisory groups including MTC’s Policy Advisory Council, and the general public</li> <li>• Opportunities to participate via the web, online surveys, statistically valid telephone poll, etc.</li> <li>• Posting draft documents to the web for public review and comment</li> <li>• Documents available for viewing at the MTC Library.</li> </ul>
<p>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.</p>
<p>❹ Conduct inter-governmental consultation, as appropriate.</p>
<p>❺ Conduct interagency consultation as appropriate based on Air Quality Conformity Protocol (MTC Resolution No. 3757).</p>
<p>❻ Release Draft Plan for at least a 55-day public review period:</p> <ul style="list-style-type: none"> <li>• Hold at least three public hearings in different parts of the region</li> <li>• Respond to significant comments</li> <li>• Provide additional review and comment opportunity of five days if the final RTP differs significantly from the Draft RTP and raises new material issues.</li> </ul>
<p>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.</p>



<b>Public Participation for an RTP Amendment</b>
<b>❶</b> Release proposed amendment for a 30-day public review: <ul style="list-style-type: none"> <li>• 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</li> <li>• Post amendment on MTC’s website for public review</li> <li>• Amendment available for viewing at the MTC Library.</li> </ul>
<b>❷</b> RTP Amendment reviewed at a public meeting of the MTC Planning Committee.
<b>❸</b> Approval at a public meeting by the MTC Commission.
<b>❹</b> Post approved RTP Amendment on the MTC website and notify the public about its approval via email to MTC’s database.

<b>Public Participation for RTP Administrative Modification</b>
<b>❶</b> No formal public review.
<b>❷</b> Approval by MTC Executive Director.
<b>❸</b> 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 (CTP) on a voluntary basis and are completed approximately once every four years. MTC, however, is required to develop guidelines for the development of CTPs by the county Congestion Management Agencies, and these guidelines are required to be updated to be consistent with RTP/SCS.

The 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. Information on the CTP process is located here: <https://mtc.ca.gov/our-work/plans-projects/other-plans/countywide-transportation-plans>.

### **Congestion Management Process**

Under federal regulations, MTC is required to prepare a congestion management process (CMP) for the Bay Area that provides, “accurate, up-to-date information on transportation system performance and assesses alternative strategies for congestion management that meet state and local needs.” In addition to the regional CMP, Congestion Management Agencies prepare countywide congestion management programs 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. Generally, MTC’s Planning

Committee adopts guidelines every two years to guide the development and ensure consistency between the Regional Transportation Plan and countywide Congestion Management Programs. 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 20 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 <https://mtc.ca.gov/our-work/fund-invest/fund-management-system>. 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 in the MTC-ABAG library by scheduling an appointment by calling 415.778.5236 or e-mailing [library@bayareametro.gov](mailto:library@bayareametro.gov).

In addition to a Transportation Improvement Program that is accessible online at <https://mtc.ca.gov/our-work/fund-invest/transportation-improvement-program>, 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 list, 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. These notifications 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@bayareametro.gov](mailto:info@bayareametro.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 analysis for the TIP with a focus on specific populations, including minority and low-income communities.

### **Updating and Revising the TIP**

Federal regulations require that the TIP be updated at least once every four years. State statute requires that the TIP be updated every two 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, be consistent with (“conform to”) the federal air quality plan known as the State Implementation Plan (SIP), and must not negatively impact financial constraint.

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: [https://mtc.ca.gov/sites/default/files/TIP\\_Revision\\_Procedures.pdf](https://mtc.ca.gov/sites/default/files/TIP_Revision_Procedures.pdf). Further explanation about TIP updates and how different 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, while state statute requires an update of the TIP every two 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, of 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.

As the State of California requires a TIP update more frequently than the federally required four-year update cycle, 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. In such circumstances, significant modification of analytical approaches and additional features to the TIP will be made on the federal four-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; use of toll credits; identification of Advance Construction (AC) or conversion of AC for funds already in the TIP; changes to the informational expanded project description if such change does not change the TIP-required project description; changes to funding in prior years (if outside the TIP period); changes to a project phase following federal authorization to proceed for that phase of work; 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**

<b>TIP Update</b>
<p>① 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.</p>
<p>② Notify Bay Area Partnership technical committees or working groups. Conduct intergovernmental review and consultation, as appropriate.</p>
<p>③ Release Draft TIP for 30-day public review and comment period:</p> <ul style="list-style-type: none"> <li>▪ Draft TIP made available for viewing at MTC offices</li> <li>▪ Sent to major libraries throughout the Bay Area upon request</li> <li>▪ Posted on MTC website</li> <li>▪ 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.</li> </ul> <p>Provide additional review and comment opportunity of five days if the final TIP differs significantly from the Draft TIP and raises new material issues.</p>
<p>④ Respond to significant material comments pertinent to the TIP; MTC’s response compiled into an appendix in the final TIP.</p>
<p>⑤ Review by an MTC standing committee, typically the Programming &amp; Allocations Committee (a public meeting); referral to Commission.</p>

<p>⑥ 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).</p>
<p>⑦ After approval:</p> <ul style="list-style-type: none"> <li>• post in MTC’s offices</li> <li>• post on MTC website</li> <li>• notify Bay Area Partnership technical committees or working groups</li> <li>• notify the public about the Commission’s action with electronic notifications, such as TIP-INFO (an electronic subscription system anyone can sign up for to be kept informed about the TIP).</li> </ul>

**Public Participation for Updating and Revising the Transportation Improvement Program**

<b>TIP Amendment</b>
<p>① Notify public via TIP-INFO Notification (e-mail) or other electronic notification methods.</p>
<p>② Notify Bay Area Partnership technical committees or working groups. Make available for viewing at MTC’s offices. Post on MTC website for public review.</p>
<p>③ TIP Amendment Review and Approval</p> <ul style="list-style-type: none"> <li>• Amendments deleting or adding or changing a project subject to a new air quality conformity analysis: <ul style="list-style-type: none"> <li>○ Public review and comment period, as required by the air quality conformity consultation process with review by an MTC standing committee at a public meeting; and</li> <li>○ Approval by the full Commission at a public meeting.</li> </ul> </li> <li>• Amendments deleting or adding a project <i>not</i> subject to an air quality conformity analysis (such as a roadway rehabilitation): <ul style="list-style-type: none"> <li>○ Review and approval by an MTC standing committee or the full Commission at a public meeting.</li> </ul> </li> <li>• 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: <ul style="list-style-type: none"> <li>○ Approval by the MTC Executive Director or designee, following 5-day notice on MTC’s website; <b>or</b></li> <li>○ Review and approval by an MTC standing committee or the full Commission at a public meeting.</li> </ul> </li> </ul>
<p>④ Approval by Caltrans → Approval by FHWA/FTA</p>

- ⑤ After approval:
  - post in MTC’s offices
  - 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

<b>TIP Administrative Modification</b>
① No public review
② Approval by MTC Executive Director or designee by delegated authority (authority is delegated by the Federal Highway Administration/Federal Transit Administration), or Caltrans
③ After approval: <ul style="list-style-type: none"> <li>• post in MTC’s offices</li> <li>• post on MTC website</li> </ul>

<b>TIP Technical Correction</b>
① No public review
② Technical corrections by staff
③ 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 is being used by the following recipient(s)\* to satisfy their public participation process for the POP. 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.

\*Recipients using MTC's Public Participation Plan to satisfy their public participation process for the POP:

1. AC Transit (Alameda-Contra Costa Transit District)
2. ACE (Altamont Corridor Express)
3. BART (Bay Area Rapid Transit District)
4. Caltrain (Peninsula Corridor Joint Powers Board)
5. County Connection (Central Contra Costa Transit Authority)
6. City of Dixon Redit-Ride
7. FAST (Fairfield/Suisun Transit System)
8. Golden Gate Transit (Golden Gate Bridge, Highway and Transportation District)
9. LAVTA (Livermore-Amador Valley Transit Authority/ Wheels)
10. Marin Transit (Marin County Transit District)
11. Petaluma Transit
12. Rio Vista Delta Breeze
13. SamTrans (San Mateo County Transit District)
14. San Francisco Bay Ferry (WETA/Water Emergency Transportation Authority)
15. SFMTA (San Francisco Municipal Transportation Agency)
16. Santa Rosa CityBus
17. SolTrans (Solano County Transit)
18. Sonoma County Transit
19. SMART (Sonoma Marin Area Rail Transit)
20. Tri Delta Transit (Eastern Contra Costa Transit Authority)
21. Union City Transit
22. Vacaville City Coach
23. VINE (Napa County Transportation and Planning Agency)
24. VTA (Santa Clara Valley Transportation Authority)
25. WestCAT (Western Contra Costa Transit Authority)

### **Annual Listing of Obligated Projects**

By federal requirement, at the end of each calendar year MTC publishes 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: <https://mtc.ca.gov/our-work/fund-invest/federal-funding/project-delivery> or by contacting MTC's Public Information Office at 415-778-6757.



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

### **A. PUBLIC AGENCY CONSULTATION**

Fixing America's Surface Transportation Act, the FAST Act, 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 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 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 as well as 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 the 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 about 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 and its Partnership Technical Advisory Committee (PTAC) and working group(s) consider the on-going and more technical aspects of investment issues. The Partnership Board and PTAC meetings are open to the public. The Partnership Board's meetings at the Bay Area Metro Center are webcast live and later archived on MTC's website; its offsite meetings and all PTAC meeting are recorded and recordings may be requested. The status of TIP revisions are provided to the Partnership through email notifications. For TIP updates, PTAC 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 State Clearinghouse**

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 intergovernmental review are required to submit documentation to the State Clearinghouse via the Office of Planning and Research in Sacramento, which is the Single Point of Contact (SPOC) for the intergovernmental review of federal grant proposals and other activities. In this capacity, it is also the function of the Clearinghouse 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 clearinghouse is to facilitate 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.

The clearinghouse also receives and distributes 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 clearinghouse.

### **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 is periodically reviewed and updated based on our experiences and the changing circumstances of the Commission and transportation community it serves.

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

Additionally, MTC periodically evaluates various components of 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 Planning 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 Plan Bay Area 2050**

Draft  
March 23, 2018

**Please send written comments**  
**by May 7, 2018, to:**  
Metropolitan Transportation Commission  
Attn: Public Information Office  
Bay Area Metro Center  
375 Beale Street, Suite 800, San Francisco, CA 94105  
Or Email comments to: [info@bayareametro.gov](mailto:info@bayareametro.gov)

*To request this document in other languages,  
please call 415.778.6757*

請撥打電話415.778.6757 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 415.778.6757.

# A Public Participation Plan for Plan Bay Area 2050

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## I. Introduction

The Metropolitan Transportation Commission (MTC) and the Association of Bay Area Governments (ABAG) work together to adopt a long-range, regional housing and transportation plan every four years. This effort is required under state and federal law, and helps the Bay Area plan and prioritize transportation investments and policies that support a healthier, safer and more just region for our residents today and in the future. The current plan, known as Plan Bay Area 2040, was adopted by ABAG and MTC in July 2017. This was the second Regional Transportation Plan (RTP) for the nine-county San Francisco Bay Area that also includes a Sustainable Communities Strategy (SCS) as required by California Senate Bill 375 (2008).

Senate Bill 375 gives MTC and ABAG joint responsibility for preparing the RTP/SCS. The legislation also states that the two agencies “set 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.”

This Appendix A to MTC’s Public Participation Plan outlines the anticipated approach and schedule for the next update for the Bay Area’s RTP/SCS, known as Plan Bay Area 2050. Scheduled to begin in 2019 and be considered for adoption in 2021, Plan Bay Area 2050 will focus on where the region is expected to grow and what transportation investments will support that growth. ABAG and MTC seek to chart 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.

The RTP/SCS requires 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 the opportunity to be involved. We invite the participation of all Bay Area residents to make our region an even better, more livable place.

One key difference between Plan Bay Area 2050 and the 2017 adopted plan — known as Plan Bay Area 2040 — is that the update will build off of work under way in an Action Plan to address challenges of affordable housing, economic development and resiliency. In the realm of housing, MTC and ABAG have partnered with a number of organizations to launch CASA, the Committee to House the Bay Area. ABAG is considering a Comprehensive Economic Development Strategy and ABAG and MTC are partnering with the San Francisco Bay Conservation and Development Commission and other entities on a number of efforts to address hazards such as sea level rise, earthquakes, wildfires and the like. For more information on the Action Plan, see Plan Bay Area 2040 at <http://2040.planbayarea.org/action-plan>.

## **II. Developing Plan Bay Area 2050**

In July of 2017, MTC and ABAG consolidated their staffs to create one integrated team to tackle the transportation, land use, economic and resilience efforts of the Bay Area. The integrated team will develop Plan Bay Area 2050, while continuing to serve both ABAG and MTC boards. In addition, MTC and ABAG will coordinate with regional partners – the Bay Area Air Quality Management District (BAAQMD), the Bay Conservation and Development Commission (BCDC) and the Bay Area Regional Collaborative (BARC) – on the plan’s development.

### **A. Process and Schedule**

Since early 2010, MTC and ABAG staff have focused significant resources on developing the RTP/SCS, including the technical analysis, local engagement and public outreach necessary to produce the integrated plan. The culmination of these efforts – Plan Bay Area (2013) and Plan Bay Area 2040 (2017) – have moved toward a regional consensus on broadly-shared principles such as focused growth, investment in alternatives to single-occupant vehicles and “fixing it first” before expanding the system – all with an aim of reducing per-capita greenhouse gas emissions and adequately housing the region’s expected population growth. As we embark on the next RTP/SCS, Plan Bay Area 2050, much thought has gone into the planning process, especially how we can include additional factors to help us accommodate a growing number of challenges in our planning efforts and more aggressive greenhouse gas emissions reduction targets.

Development of Plan Bay Area 2050 will take place over the next three years. 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.

The process will require flexibility and is subject to change in response to input received. To help direct Bay Area residents and organizations interested in participating in key actions and decisions, any changes as well as additional detail will be posted on the Plan Bay Area website and communicated via social media.

## B. Summary of Key Milestones

This section describes key milestones along the path to developing Plan Bay Area 2050. For more detail also see Attachment A.

### 1. *Horizon* Initiative

For the past two planning cycles, MTC and ABAG have engaged in more traditional planning and outreach techniques and strategies for the Regional Transportation Plan (RTP)/Sustainable Communities Strategy (SCS). However, given ever-changing economic, technological and climate conditions in the Bay Area, a more innovative planning and engagement program is warranted, one that can assist with analyzing a range of future impacts and developing solutions to these impacts. This upcoming planning and outreach initiative, known as *Horizon*, will help create a broad range of options for the Bay Area. Although a separate effort, the results of the *Horizon* work will help inform Plan Bay Area 2050.

*Horizon* will explore topics ranging from transportation and land use to economic development and resilience, with the end goal of identifying a series of policies, strategies and investments that perform well regardless of what happens in the decades ahead. In turn, these strategies will be integrated into the preferred scenario for Plan Bay Area 2050.

#### a) “Futures” Planning

In lieu of traditional scenario planning where funding and growth are distributed based on fixed control totals and fixed future assumptions, this initiative will create a handful of divergent “futures” where the Bay Area must respond in very different ways. The purpose of this work will be to identify strategies and investments that allow the Bay Area to move forward with high-performing strategies and investments that perform well regardless of what happens in the decades ahead.

- *Opportunities for Input:* Early 2018 “Pop-up” outreach around the region at public events and locales, an electronic survey, and discussion at MTC’s Regional Advisory Working Group. Fall 2018 will include additional outreach with stakeholders and the public using multiple outreach methods to discuss policy strategies.

- *Decision-Making Roles:* Direction from MTC’s Planning Committee and ABAG’s Administrative Committee.
- *Timeframe:*
  - Selection of specific futures for analysis: July 2018
  - Identification of current policy gaps for each future: September 2018
  - Collaborative development of policy solutions for each future: Fall 2018
  - Report detailing “win-win” strategies across futures: May 2019

**b) Project Evaluation**

This process will include a solicitation of major projects from public agencies, non-profit organizations and the public at-large in advance of the traditional Call for Projects, which will focus on smaller-scale projects and programmatic categories. Major projects will be screened and then evaluated to provide performance data used in the investment prioritization for the Preferred Scenario. Major projects submitted during this process will also be used to populate each future with specific transportation investments that align with its unique needs and revenue.

- *Opportunities for Input:* Discussion at the Regional Advisory Working Group, MTC’s Policy Advisory Council and online or pop-up outreach with the public.
- *Decision-Making Roles:* Direction from MTC’s Planning Committee and ABAG’s Administrative Committee.
- *Timeframe:*
  - Finalization of project evaluation framework: July 2018
  - Release of draft project performance results: March 2019
  - Approval of final project performance results: June 2019

**c) Policy Analyses**

To address a limitation of past planning cycles where individual policies were not explored in depth outside of the scenarios framework, staff will issue roughly five to seven policy perspective papers on broad, topical focus areas. The primary objective of each policy perspective will be to identify high-impact policies related to that topic area that support the region’s guiding principles.

- *Opportunities for Input:* 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.
- *Timeframe for Policy Perspective Papers:*
  - Autonomous vehicles & future mobility: June 2018
  - Travel demand management & climate mitigation: September 2018
  - Regional growth strategies: December 2018
  - Future of jobs: March 2019
  - Regional governance: June 2019
  - Design & better buildings: September 2019

## **2. Regional Forecasting**

### **a) Population, Employment, Housing and Travel Demand Forecasts**

The total regional jobs, housing and population forecasts will provide essential information for Plan Bay Area 2050. MTC and 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) and Urban Sim (a demographic and housing model). 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.

MTC and ABAG use the population, employment and housing forecasts 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 and MTC's Policy Advisory Council.
- *Decision-Making Roles:* Direction from MTC's Planning Committee and ABAG's Administrative Committee; adoption by ABAG Executive Board and the Commission.
- *Significance:* This technical work sets the stage for future analysis by identifying anticipated employment, population and housing growth.
- *Timeframe:* Anticipated early 2019. Forecasts are needed before the scenarios are fully defined and evaluated (see Attachment A).

## **b) Revenue Forecasts**

The investment strategy for Plan Bay Area 2050 will be based on an estimate of total funding available for 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. In addition, MTC will also investigate the potential of providing estimates of revenues that will be available for investment in the areas of housing and resiliency. The financial forecasts, coupled with needs assessments in the areas of transportation, housing and resiliency, will help identify funding gaps and plan investments that fit within the “financially constrained” envelope of revenues that are reasonably expected to be available.

Under the current Plan Bay Area 2040, transportation revenue forecasts total \$303 billion over a 24-year period, in year of expenditure dollars. Over two-thirds (70 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, MTC Policy Advisory Council and ABAG Regional Planning Committee.
- *Decision-Making Roles:* Direction from MTC’s Planning Committee and ABAG’s Administrative Committee.
- *Significance:* This technical work sets the stage for future investment strategies and identifies revenue expected to flow to region over the life of the plan (at least 20 years).
- *Timeframe:* Anticipated summer 2019. Forecasts are needed before the preferred land use pattern and investment strategy is fully defined and evaluated (see Attachment A).

### 3. Preferred Land Use Pattern and Investment Strategy Process

#### a) Needs Assessments

To identify the funding needed to operate and maintain the existing transportation network – between now and the year 2050 – MTC and ABAG will conduct a set of needs assessments to quantify financial needs. MTC and ABAG will also investigate the potential to conduct a similar analysis for the areas of housing and resilience. Staff will work with applicable public agencies, both on the local and regional levels, to develop these needs assessments.

- *Opportunities for Input:* Discussion at Regional Advisory Working Group, MTC’s Policy Advisory Council and the relevant Partnership working groups.
- *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 achieve key goals related to transportation infrastructure, affordable housing and climate adaptation.
- *Timeframe:* Anticipated in summer 2019. Precedes any decision by ABAG and MTC on a preferred scenario for the Plan (see Attachment A).

#### b) Call for Projects

The Call for Projects will allow public agencies to submit candidate transportation projects for consideration for both inclusion in Plan Bay Area 2050 and the Transportation Improvement Program (TIP). As major projects were submitted through the earlier solicitation under *Horizon*, the Call for Projects will primarily focus on smaller-scale projects and programmatic categories. Draft guidance for submitting projects will be released in advance of this integrated Call for Projects, and staff may request additional information needed to include large projects in the Preferred Scenario and in the TIP.

- *Opportunities for Input:* Discussion at the Regional Advisory Working Group, MTC’s Policy Advisory Council and locally through county Congestion Management Agencies. The call for projects occurs spring

2019; projects under consideration for inclusion in the Preferred Scenario will be highlighted at Plan Bay Area 2050 evening public open houses, slated for winter 2019/2020.

- *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 Plan.
- *Timeframe:* Anticipated in spring 2019. Potential projects must be submitted for consideration and identified before the Preferred Scenario is developed (see Attachment A).

### **c) Land Use and Travel Demand Forecasting**

Based on the control totals and revenue forecasts developed earlier in the Plan Bay Area 2050 process, simulation models will be run to determine how far investments, policies and strategies will get the region towards the Plan's goals. Furthermore, this process will identify a specific land use distribution working within the control totals as well as the efficacy of transportation network improvements that can be funded under the revenue forecast. Specific investments, policies and strategies will be collaboratively identified with stakeholders prior to model runs.

- *Opportunities for Input:* Discussion at the Regional Advisory Working Group, MTC's Policy Advisory Council and ABAG's Regional Planning Committee. Policies and strategies under consideration for inclusion in the Preferred Scenario will be highlighted at Plan Bay Area 2050 public meetings, slated for winter 2019/2020.
- *Decision-Making Roles:* Forecasting efforts will feed into the process for adopting the Preferred Scenario (see below), for which the MTC Commission and ABAG Executive Board will take final action.
- *Significance:* Simulation models are an important tool in determining whether or not specific policies, strategies and investments are sufficient to achieve the aspirational vision of the Plan.
- *Timeframe:* Anticipated in fall 2019. Precedes any decision by ABAG and MTC on a preferred scenario for the Plan (see Attachment A).

#### **d) Adoption of the Preferred Scenario**

Based on the results of the project performance assessments, MTC and ABAG will define a preferred scenario to advance to final environmental analysis. The preferred scenario will include a land use distribution, an investment strategy and policies that will best meet the Plan vision given identified fiscal and policy constraints.

- *Opportunities for Input:* Discussion at Regional Advisory Working Group, MTC's Policy Advisory Council and ABAG's Regional Planning Committee; comment at public meetings in the nine Bay Area counties.
- *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 investment strategy.
- *Timeframe:* Adoption expected early 2020. Selection of Preferred Scenario follows a round of evening public meetings in winter 2019/20, before the detailed environmental review work begins in earnest (see Attachment A).

### **4. 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, as one large project, as required by the California Environmental Quality Act (CEQA). 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 2050.
- *Timeframe:* Key Milestones (see Attachment A). Release Draft Plan Bay Area 2050 late 2020; final plan and final EIR expected adoption in June 2021.

## **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 Plan Bay Area 2050 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 2050 on the region’s minority, limited English proficient and low-income communities.
- *Timeframe:* Early 2021 (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 2050, 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 (PM<sub>2.5</sub>). 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 2050.
- *Timeframe:* Early 2021 (see Attachment A)

**d) Draft and Final Plan**

Release of the Draft Plan 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.

As with Plan Bay Area 2040, staff anticipates a concurrent release of the Draft EIR and Draft Plan Bay Area 2050 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 adoption by both ABAG and MTC, anticipated to occur in June 2021.

- *Opportunities for Input:* The Draft Plan Bay Area 2050 will be the subject 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 Plan Bay Area 2050.
- *Timeframe:* Adoption is expected in June 2021 (see Attachment A).

## e) Regional Housing Need Allocation

Staff also coordinates the state-mandated Regional Housing Need Allocation (RHNA) process, which will be informed by Plan Bay Area 2050. The California Department of Housing and Community Development (HCD) begins the process by determining the region's overall housing need, which staff uses to develop a methodology to identify the number of units, including affordable units, that each jurisdiction must plan in order to accommodate the housing needs of residents at all income levels. To guide staff in developing the methodology, a region-wide Housing Methodology Committee, made up of local government staff, elected officials and stakeholders from throughout the Bay Area, is convened.

The RHNA process includes the following major milestones:

- Staff consults with HCD about the determination of the region's total housing need;
  - ABAG delegates authority for the RHNA process to subregions formed by local jurisdictions, and issues each subregion a share of the total regional housing need;
  - Staff develops and releases draft allocation methodology (followed by a 60-day public comment period, including a public hearing);
  - ABAG Executive Board adopts a final methodology and releases a draft allocation (followed by a 60-day period in which jurisdictions can request a revision to the draft allocation);
  - Staff responds to revision requests and provides opportunity for local jurisdictions to appeal the staff response;
  - Staff convenes a committee to hold a public hearing on appeals submitted by local jurisdictions; and
  - ABAG releases final allocation and adoption of the final allocation after a public hearing.
- 
- *Opportunities for Input:* Discussion at meetings of Housing Methodology Committee, ABAG Regional Planning Committee and ABAG Executive Board. Public comment periods and public hearings, as outlined in statute.
  - *Decision-Making Roles:* Guidance from ABAG Regional Planning Committee and ABAG Executive Board; approval by ABAG Executive Board.



- *Significance:* Each jurisdiction is required by law to update the Housing Element of its General Plan to show how it can accommodate the portion of the Bay Area's total housing need, across all income categories that it is allocated as part of the RHNA process.
- *Timeframe:* Discussion and approval of RHNA methodology will begin in 2019, in coordination with the development and approval of Plan Bay Area 2050. Anticipated approval date in 2021.

## III. Related Work

### A. Tracking Performance

MTC, in conjunction with its partners, has established an innovative monitoring initiative that tracks trends related to transportation, land and people, the economy, the environment, and social equity. Measurements in these areas are our region's Vital Signs helping us understand where we are succeeding and where we are falling short.

This data-driven website compiles dozens of indicators; each is presented with interactive visualizations that allow users to explore historical trends, examine differences between cities and counties, and even compare the Bay Area with other peer metropolitan areas. The web address for Vital Signs is: <http://www.vitalsigns.mtc.ca.gov/>.

### B. Countywide Transportation Plans

Bay Area counties are authorized by state law to develop Countywide Transportation Plans on a voluntary basis. These countywide plans are an integral part of Plan Bay Area 2050. As long-range planning and policy documents, they 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: [https://mtc.ca.gov/sites/default/files/6b\\_Attachment-A.pdf](https://mtc.ca.gov/sites/default/files/6b_Attachment-A.pdf)

*Alameda County:* Alameda County Transportation Commission  
[http://www.alamedactc.org/app\\_pages/view/795](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/countywide-plan-vision-2040>

*San Francisco County:* San Francisco County Transportation Authority  
[http://www.sfcta.org/sites/default/files/content/Planning/SFTP2/2017\\_revisio n/SFTP\\_final\\_report\\_10.24.17.pdf](http://www.sfcta.org/sites/default/files/content/Planning/SFTP2/2017_revisio n/SFTP_final_report_10.24.17.pdf)

*San Mateo County:* City/County Association of Governments 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/10153/Solano\\_Comprehensive\\_Transportation\\_Plan\\_Update.html](http://www.sta.ca.gov/Content/10153/Solano_Comprehensive_Transportation_Plan_Update.html)

*Sonoma County:* Sonoma County Transportation Authority  
<http://scta.ca.gov/planning/comprehensive-transportation-plan/>

## **C. Action Plan**

The Bay Area's housing and transportation crisis reflects the cumulative impacts of the region's robust job market and its acute failure to keep pace with housing need, especially near growing job centers. The current RTP/SCS projects these problems will intensify if the region does not take significant corrective steps. As a path forward, MTC and ABAG developed an "Action Plan" to focus on performance targets where the plan was moving in the wrong direction, as well as emerging issues that require proactive regional policy solutions.

MTC and ABAG created strategies to address housing affordability, the region's widening income disparities and economic hardships faced by low- and middle-income workers, and finally the Bay Area's vulnerabilities to natural disasters such as earthquakes and floods. These three issue areas – Housing, Economic Development and Resilience – form the core of the Action Plan.

### **Action Plan Objectives**

The following are the Action Plan's key objectives:

- **Housing:** Lower the share of income spent on housing and transportation costs, lessen displacement risk, and increase the availability of housing affordable to low- and moderate-income households.
- **Economic Development:** Improve transportation access to jobs, increase middle wage job creation and maintain the region's infrastructure.
- **Resilience:** Enhance climate protection and adaptation efforts, strengthen open space protections, create healthy and safe communities, and protect communities against natural hazards.

In order to meet these objectives, regional policymakers, local governments and civic organizations will need to prioritize these objectives in their future policies and programs. Public participation will be key to ensuring objectives are met.

#### **D. CASA – Committee to House the Bay Area**

As a first step to addressing the Bay Area’s housing crisis, MTC and ABAG are helping to coordinate CASA – The Committee to House the Bay Area. This initiative is bringing together a multi-sector set of partners to identify and agree upon significant regional solutions that address the region’s chronic housing challenges and advance equity and economic health in the nine-county Bay Area. Through stakeholder engagement, research and interviews, CASA will develop a comprehensive regional approach to the housing crisis, focusing on increasing housing supply, improving housing affordability, and strengthening preservation and anti-displacement measures. Objectives include a suite of legislative, financial, policy and regulatory recommendations, with partners agreeing on a path forward and working together on implementation. A final report is scheduled for release in 2019.

## IV. Public Engagement

In developing Plan Bay Area 2050, MTC and ABAG 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. The Plan has a greater focus on public engagement than past plans, which will entail using a variety of platforms to communicate with Bay Area residents and working with a variety of agencies and organizations in a multi-year planning effort.

### A. General Public

The general public has several avenues for ongoing participation in the development of Plan Bay Area 2050.

- 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 the *Horizon* Initiative, Preferred Scenario and the Draft Plan and Draft Environmental Impact report, as detailed in Attachment A, Key Milestones 2018-2021.
- For public meetings/open houses, 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.
- MTC and ABAG policy board meetings present another opportunity for the public to keep abreast of the Plan's development. The committees are described below.
- Additionally, MTC and ABAG 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 of technical and policy issues will be discussed.
- The Plan Bay Area website is another way for the public to stay informed on the progress of the update or to participate in online surveys or comment forums.

- Regular updates will be sent to interested members of the public via electronic newsletters, email and social media.

## **B. Local Governments**

Working with local governments — from elected officials to city managers, planning and public works directors, transit operators, and congestion management agencies — is critical to the development of Plan Bay Area 2050. Local officials can provide valuable context and specifics about local priorities and explain how the regional plan supports these priorities. 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, MTC and ABAG 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 the Plan.

**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/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 much of the Horizon and Plan Bay Area 2050 development process.

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 the Plan 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. ABAG meets with delegates by county. These conversations are helping 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.

## C. Policy and 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, locations and materials will be posted on the Plan Bay Area website.

Additionally, meetings of MTC's policy board are webcast and archived at [mtc.ca.gov/meetings/schedule/](http://mtc.ca.gov/meetings/schedule/). ABAG's major meetings (Executive Board, Legislation Committee, Finance Committee, Regional Planning Committee and General Assembly) are videotaped and available from ABAG's website [abag.ca.gov/meetings/](http://abag.ca.gov/meetings/).

### Policy Committees for Plan Bay Area 2050

**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, 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 Board meets the third Thursday of every other month, in the Board Room of the Bay Area Metro Center.

**ABAG General Assembly:** ABAG's General Assembly meets annually (usually in spring) 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 a 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 9:30 a.m., at MTC’s offices in San Francisco, in the Bay Area Metro Center.

**Joint ABAG and MTC Meetings:** To more fully collaborate, the **MTC Planning Committee** and **ABAG Administrative Committee** meet jointly as needed to oversee development of Plan Bay Area 2050, among other efforts. At major planning milestones, staff will present a summary of key comments heard from the Plan’s public engagement efforts. 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 the Plan 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 for Plan Bay Area 2050**

**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, economy and social equity. This panel will be an active participant in the development of the Plan by providing input on regional planning efforts linking transportation, housing and land use 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 Bay Area Metro Center, San Francisco.



**ABAG’s Regional Planning Committee (RPC):** The RPC is composed of a minimum of 18 elected officials, including at least one supervisor from each member county and a city representative from each county. Members also include the Chairperson of the Bay Area Planning Directors' Association or designee; one representative each from the Bay Area Air Quality Management District (BAAQMD), Bay Conservation and Development Commission (BCDC), Metropolitan Transportation Commission (MTC), Regional Water Quality Control Board; and not less than ten citizens. RPC meets the first Wednesday of alternate months, from 12:30 to 2:30 p.m. in the Bay Area Metro Center in San Francisco.

**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.

## **D. Additional Outreach to Governments**

### **Federal, State and Other Government Agencies and Native American Tribal Governments**

In addition to the local governments that will be involved with Plan Bay Area 2050, 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 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.

### **Presentations to Local Government**

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 Plan Bay Area 2050 will be a multi-year effort. Public participation strategies for major milestones will be identified and posted on the Plan Bay Area website ([www.PlanBayArea.org](http://www.PlanBayArea.org)). Detail for all milestones is described in Attachment A, although it is important to note that this is an iterative process that is subject to change. Throughout each phase, MTC and ABAG will use a variety of participation techniques to engage a wide range of residents, as described in this section.

### **A. Innovative Strategies**

In the past two Plan Bay Area processes, MTC and ABAG engaged in more traditional planning and outreach techniques. However, the ever-changing economic, technological and climate conditions in the Bay Area warrant a more innovative planning and engagement program. This will allow MTC and ABAG to analyze a range of future impacts and develop solutions to these impacts.

In order to engage as many Bay Area residents as possible, MTC and ABAG will use strategies to reach people “where they are,” with a focus on youth and those in communities of concern. These strategies, outlined in Section C below, will be a departure from the more traditional outreach techniques used in past Plan Bay Area efforts. Although MTC and ABAG are statutorily required to hold public meetings at key milestones in the Plan’s development process, innovative strategies will be used when possible.

### **B. Voices from Underserved Communities**

The success of the Plan 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, we will work closely with community non-profit organizations in communities of concern. As we have in past Plans, we will complete a request for proposals (RFP) process for assistance from these groups to the residents they serve.

## 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 Plan Bay Area 2050's development — and post these details on its website.
- 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 or Alternative Planning Strategy, if one is prepared, for public review at least 55 days before the adoption of the Final Plan Bay Area 2050.
- 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 2050 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 or personal attacks.
- Host public meetings, open houses or workshops in convenient and accessible locations at a variety of times (evenings, weekends, as well as weekdays).
- Hold at least three public hearings on the Draft Plan or Alternative Planning Strategy, if one is prepared; hold the public hearings in different parts of the region to maximize opportunities 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 simulations to depict alternatives under consideration.
- Provide a summary of comments heard at public meetings via the Plan Bay Area website ([www.PlanBayArea.org](http://www.PlanBayArea.org)).

#### *Digital Engagement*

- Use a single web address — [www.PlanBayArea.org](http://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.
- Use social media to reach, educate and engage residents.
- 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 mobile-ready and accessible, per the Americans with Disabilities Act.

#### *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.

#### *Other Innovative Strategies*

- Engage in “pop-up” style intercept outreach at community events and popular locales (e.g., farmers’ markets, malls, festivals, etc.)
- Involve youth in helping to shape the draft Plan Bay Area 2050 through partnerships with academic or nonprofit organizations.
- Use short, captioned video to communicate complex concepts to the public; video could use humor or animation in order to make the subject matter more relatable.

- Place kiosks with surveys or other online tools in public spaces (e.g., libraries, malls, community centers, etc.) for greater reach.

#### *Outreach to Targeted Groups*

- Ask partners 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 415.778.6757.

#### *Other*

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

## VI. Public Participation Goals

People who take the time and energy to participate in public processes should feel their participation is valued. MTC and ABAG commit to the following goals and performance benchmarks to measure the effectiveness of the public participation program:

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 the opportunity 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. 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 content written in plain language explaining:
    - The purpose of the work

- Impact on the plan
- Opportunities for public input, and
- Decision-making roles.

2. Encourage broad participation

- Outreach will target demographic groups (age, ethnicity, income, primary language, geographic location, disability) roughly mirroring the demographics of the Bay Area’s population.
- Five thousand or more comments are logged on the Plan Bay Area 2050 or associated documents.
- There are 200,000 visits to or “page views” of the Plan Bay Area website.
- Online engagement options are available for those who are not able to attend meetings.
- Outreach conducted 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 2050 or elements of it are mentioned in 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 participants at key milestones in the process.

4. Build knowledge

- Seventy percent of participants surveyed agree that Plan Bay Area 2050 public participation efforts provided:
  - Sufficient opportunity to comment/ask questions
  - Clear information at an appropriate level of detail, and
  - An opportunity to learn about Plan Bay Area 2050 and related projects or programs.





# Attachment B – Responsibilities & Roles: Plan Bay Area 2050

Major Tasks	Advisory				Decision-Making		
	A	B	C	D	E	F	G
	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
<b>1. Horizon Initiative</b>							
Horizon Initiative Planning		●	●	●	☑		
Project Evaluation		●	●		☑		
Policy Analysis		●	●		☑		
<b>2. Regional Forecasting</b>							
Population/Employment/Housing/Travel Demand Forecasts		●	●	●	☑	☑	☑
Transportation, Housing & Resilience Revenue Forecast		●	●	●	☑		
<b>3. Preferred Land Use Pattern &amp; Investment Strategy</b>							
Needs Assessments	●	●	●		☑		
Call for Projects		●	●		☑		
Land Use & Travel Demand Forecasting		●	●	●		☑	☑
Adoption of Preferred Scenario		●	●	●	☑	☑	☑
<b>4. Draft and Final Plan</b>							
Title VI & Environmental Justice Analysis		●	●		☑		
Air Quality Conformity Analysis					☑		☑
Draft & Final Environmental Impact Report (EIR)		●	●	●	☑	☑	☑
Draft & Final Plan		●	●	●	☑	☑	☑
Regional Housing Need Allocation (RHNA)				●		☑	

- 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.