



2011/12

Public

Participation

Plan

*Planning for Tomorrow's Transportation Needs Today*

**Public Participation Plan**  
September 2011

**Stanislaus Council of Governments**  
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# ACKNOWLEDGMENTS

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“Never doubt that a small group of thoughtful, concerned citizens can change the world. Indeed, it is the only thing that ever has.”

- *Margaret Mead*

*'Everyday we rely on streets, highways, sidewalks and public transportation to get us where we need to go to work, shop, attend school, visit friends, and do all the other things we do in our daily lives. Safe, reliable, accessible transportation systems are important to each of us and to the well-being of our communities.'*

*But good transportation does not just happen. It takes a lot of work by elected officials, state, [regional] and local transportation agencies, community groups and individuals to see that the roads, pedestrian ways, and public transportation modes are planned, financed, built and maintained in the best possible manner. By getting involved in planning for transportation projects, you can help ensure that your needs are fairly considered when transportation decisions are made in your community.'*

- *Caltrans, Community Primer on Environmental Justice and Transportation Planning, April 2010*



## Background

StanCOG is the federally-mandated Metropolitan Planning Organization (MPO) and state-recognized Regional Transportation Planning Agency (RTPA) for the Stanislaus County region, consisting of Stanislaus County and the nine incorporated cities of Ceres, Hughson, Modesto, Newman, Oakdale, Patterson, Riverbank, Turlock and Waterford. StanCOG, which was originally named the Stanislaus Area Association of Governments (SAAG), was formed in 1971, through a Joint Powers Authority between the 10-members agencies listed above.

A MPO is a federally-mandated and federally-funded transportation policy-making organization that is made up of representatives from local governments. In 1962, the United States Congress passed legislation that led to the formation of a MPO for any urbanized area with a population greater than 50,000. The legislation ensures that designated federal funding for transportation projects and programs are channeled through the MPO regional planning process. MPOs were created to ensure that existing and future expenditures of governmental funds for transportation projects and programs are based on a continuing, cooperative, and comprehensive (“3-C”) planning process.

MPOs are primarily federally-funded; therefore federal policies serve as direction to the MPOs regarding intended functions and service improvements to the local agencies and the public. The following chart highlights key federal transportation policy milestones.

<b>Federal Transportation Policy Milestones</b>	
<b>Year</b>	<b>Action</b>
<b>1962</b>	<b>Federal Highway Act (FHWA)</b> focused on the need for transportation planning in urbanized areas; and led to the creation of Metropolitan Planning Organizations (MPO) for any area over 50,000 persons.
<b>1964</b>	<b>Urban Mass Transportation Act (UMTA)</b> , the first U.S. government public transportation program.
<b>1964</b>	<b>Civil Rights Act, Title VI</b> prohibited discrimination in any program receiving federal funds.
<b>1978</b>	<b>Surface Transportation Act</b> was the first time Congress considered transit, highways, and safety in the same legislation.
<b>1990</b>	<b>Americans with Disabilities Act (ADA)</b> required virtually all public transportation service to be accessible to persons with disabilities.
<b>1991</b>	<b>Intermodal Surface Transportation Efficiency Act (ISTEA)</b> , landmark transportation reform amended federal transportation law; created programs oriented toward community building, and strengthened public involvement and shared decision-making with localities.
<b>1994</b>	<b>Executive Order 12898, Environmental Justice</b> required that to the greatest extent practicable and permitted by law each agency receiving federal dollars should identify and address disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations.
<b>1998</b>	<b>Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21)</b> continued and extended reforms of ISTEA, added some new programs, and designated special projects.
<b>2000</b>	<b>Executive Order 13166, Limited English Proficiency (LEP)</b> required the improvement of access to services for persons with limited English proficiency.
<b>2005</b>	<b>Safe, Accountable, Flexible, Efficient Transportation Efficiency Act—A Legacy for Users (SAFETEA-LU)</b> continued most ISTEA reforms; emphasized transportation safety and security; added requirements to coordinate transportation plans with environmental and land use plans; and supported special projects.

The 1962 Federal Highway Act and subsequent 1970 update prescribe the five (5) core functions of an MPO: 1) Prepare a Regional Transportation Plan (RTP), 2) Prepare a Transportation Improvement Program (TIP), 3) Prepare an Overall Work Program (OWP), 4) establish a setting for regional decision-making, and 5) involve the public in all functions of the agency.

MPOs not only receive federal funding, but also receive state funding and therefore must also comply with State policies, for example Assembly Bill 32 (AB 32) and Senate Bill 375 (SB 375), which are further discussed in Chapter 2.

## Introduction

The involvement of the public is critical to successful regional transportation planning and programming. When the public is engaged in the process, the feedback gathered helps assure projects address community needs. Likewise, the public gains a better understanding of the tradeoffs and constraints associated with transportation planning.

The transportation law is clear that the public is to have access to, and participate in, the development of the long-range transportation plans (RTP) and capital programs (FTIP/STIP), as well as the development of other planning studies. SAFETEA-LU requires the MPOs to develop a participation plan [this Plan] that spells out the methods by which the MPO will provide reasonable opportunities for the public to comment on the two core planning documents and all other efforts.

It is clearly in the best interest of the MPO to share information with the public, to make clear the technical aspects of issues and to listen to the thoughts and ideas of the citizens who use the transportation facilities and services, live and work in the communities in which projects are being considered, and are the neighbors of these facilities.

Good public participation rests on several basic premises—that there is open and timely sharing of information about choices before decisions are made, that the information is complete and clear, and that the agencies and the public are able to openly and honestly discuss the issues. The preparation and implementation of this Plan will ensure that StanCOG continues to improve on the way we provide information and to ensure that we provide a venue for the public to openly discuss transportation related issues.

One challenge to effective public participation is the complexity of transportation related information provided as technical data. However, MPOs are required, to the maximum extent possible, to use visualization techniques—drawings, computer models, visual simulation, geographic information system (GIS) maps, and other state-of-the-art techniques—to help the public understand complex problems and projects, and their impacts in developing transportation plans and capital programs. These techniques should help to demystify many of the issues in the plans and programs. Having more timely information with accompanying analysis will allow appropriate assessments of proposals or plan elements.

StanCOG is required to make information available pursuant to governing laws. But, it is incumbent on the public to provide feedback on what kind of information is most helpful and the types of analysis that would provide a better indication of impacts that a project will have on issues or areas of concern to the public. StanCOG will continue our goal to provide easily accessible information to as much of the public as possible. Most information is made available electronically, via our website. Other ways to acquire

information or to participate in the planning process are also available. These are further discussed in Chapter 2, Planning Process.

During the planning process, there are numerous instances in which information must be made available to the public for comment. Making information available and engaging the public in a meaningful discussion about the issues and choices may be two different exercises. The earlier the public is involved and the better the information, the more likely it is that there will be successful outcomes.

This Public Participation Plan (PPP) serves as a guide for the Stanislaus Council of Governments' (StanCOG) public involvement process as well as the continuing, comprehensive and coordinated planning process among the stakeholders to ensure the ongoing opportunity for broad-based participation in the development and review of regional plans and programs managed and produced by StanCOG.

Good transportation options are essential for travel to everyday needs. Transportation affects the economic well-being of an area through access to work and through the transport needs of local businesses. Transportation also affects air quality, water, noise, and general quality of life. It affects where you live and work, how you spend your time and even how much you spend for housing. In short, transportation affects nearly every part of your life for better or for worse. The public has in-depth knowledge about the region and its transportation needs which is vital to making good transportation decisions. By working with StanCOG and the local agencies, the public can determine the best use of transportation resources to meet needs of all residents. The PPP outlines goals and procedures to ensure StanCOG is providing all interested parties with a reasonable opportunity to be involved in the planning process. The PPP also contains guidance to the public on how transportation decisions are made through the MPO process (Chapter 2).

## Organization of the PPP

The Public Participation Plan is organized into 5 sections: Introduction, Planning Process, Goals and Procedures, Public Involvement Evaluation and Appendix. The following is a brief description of each section.

- 1| **Introduction** provides background into the function of a MPO; introduces the intent of the PPP; and outlines the remaining sections of the document.
- 2| **Planning Process** further describes StanCOG and its function; identifies federal and state requirements for public participation; and describes how to get involved.
- 3| **Goals and Procedures** outlines the specific goals of the PPP and the actions (procedures) used to accomplish these goals; and identifies the StanCOG outreach techniques and strategies.
- 4| **Public Involvement Evaluation** describes the evaluation techniques utilized by StanCOG to measure the effectiveness of the outreach program; and recommends improvements to the system.
- 5| **Appendix** provides detailed information on items referred to in the PPP.

## 2

## PLANNING PROCESS

*'Transportation planning in California is a long process that involves many different organizations, documents and procedures. There is no simple way to describe the whole process. Planning is as complex as the transportation system itself. Still there are some basic rules and procedures that govern the process. When you know how transportation planning works, you'll know how to get involved.'*

- *Caltrans, Community Primer on Environmental Justice and Transportation Planning, April 2010*



StanCOG has, since its formation in 1971, sought to include the public in the transportation planning process. Recently, state and federal agencies have placed a stronger emphasis on MPOs to actively seek input from all areas of the community, not just those that typically participate. StanCOG is constantly trying to improve our public involvement efforts to reach a wider portion of the public. We strive to not only meet state and federal requirements but to create an environment where public input leads to an interactive dialogue between the public, the regional government and the local governments. If the public better understands the process and the ramifications of transportation planning decisions, the entire process will run smoother and the resulting plans will better accommodate a wider range of needs.

## Regional Planning Process

In total, there are four levels of government that make decisions on transportation issues in California: the federal government, the State of California, regional transportation planning agencies—of which StanCOG is one—and local governments. StanCOG staff works closely with the other three levels of transportation decision-makers and acts as a liaison to the state and federal agencies on behalf of the local governments in the Stanislaus County region.

Each MPO is a federally-mandated, primarily federally-funded agency. The federal government, which collects and distributes the largest amount of transportation-related dollars, establishes the basic rules and regulations of how MPOs are run and how dollars are distributed.

MPOs are primarily planning agencies; and are responsible for the preparation of numerous transportation planning documents. Plans at each geographical scale are intended to be both upward and downward consistent, meaning the MPO prepared Regional Transportation Plan (RTP) should be consistent with both the California Transportation Plan (geographically upward) and local general plans (geographically downward).

Another key function assigned to StanCOG is the distribution of State and Federal dollars to the local agencies—referred to as programming. StanCOG receives various types of transportation related dollars intended for various parts of the transportation system. These monies have different restrictions or guidelines for their use depending on their intent. It is the role of StanCOG to work with the State and Federal agencies in receiving the dollars and then the local governments in distributing the dollars.

StanCOG's primary requirement is the preparation of three documents: the Regional Transportation Plan (RTP), the Transportation Improvement Program (TIP) and the Overall Work Program (OWP). Put succinctly, StanCOG has two basic functions: Planning and Programming.

Planning is a process of analyzing data and trends and producing a long-range vision of the transportation system based on the analysis of this data. The key planning document is the RTP, which is a 25-year planning document utilizing regional and local data including population and traffic projections to set a transportation system vision for Stanislaus County. The transportation system includes all modes of transportation, including roadways, bicycle and pedestrian improvements, public transit and aviation.

Programming is the allocation of funding to local agencies to help accomplish the goals outlined in the RTP. The TIP is a specific funding document, consisting of the first four years of the projects outlined in

the RTP. These projects are the more immediate, higher priority projects. The TIP states how the federal, state and local monies will be allocated to each project.

In addition, a StanCOG core function is the preparation of an OWP. The OWP outlines to our funding agencies and also to the public how we will utilize the transportation planning dollars we receive, i.e. the monies used to staff the agency and used to prepare the required plans.

## StanCOG Planning Structure

StanCOG is governed by a decision-making body called the Policy Board. The Policy Board is comprised of 16 elected officials from the ten local jurisdictions within the Stanislaus County region, including, five Supervisors from Stanislaus County, three Councilmembers from the City of Modesto, and one councilmember from each of the other eight jurisdictions. StanCOG staff prepares plans and programs for the Policy Board to ultimately approve, deny or modify.

To provide well-vetted information to the Policy Board, StanCOG has established a series of standing and ad-hoc advisory committees. This provides the opportunity for staff to work with the public and the local agencies to discuss issues and create solutions.

### **Standing Committees**

The standing committee structure provides the local agencies and the public an opportunity to discuss issues prior to the Policy Board's decisions. StanCOG staff prepares a 'staff report' on all issues that need to be elevated to the Policy Board. These staff reports first go through the committee structure and recommendations are made to the Policy Board.

#### *Executive Committee*

The Executive Committee is comprised of five members of the Policy Board—two members from the County Board of Supervisors, one member from the Modesto City Council and two other representatives from among the other cities. The Chair and Vice-Chair of the Policy Board shall serve as members of the Executive Committee as representatives from their respective agencies. The primary function of the Executive Committee is to recommend the annual budget. In addition, the Committee makes recommendations on special matters that are referred to it for review by the Policy Board, such as personnel issues. The Committee is also responsible for appointing members of the Standing and Ad Hoc Committees, where appropriate.

#### *Technical Advisory Committee (TAC)*

The first committee in the structure is the Technical Advisory Committee (TAC). The TAC is comprised of one technical-level staff member from each jurisdiction, plus one member from each transit operator within the County.

#### *Management and Finance Committee (MFC)*

The MFC is comprised of one City Management or Chief Executive Office staff member from each jurisdiction. This committee addresses each issue from a policy standpoint and makes recommendations directly to the Policy Board.

### *Citizens' Advisory Committee (CAC)*

The CAC, unlike the TAC and MFC, which are made up of professional local government employees, is comprised of up to 15 residents from Stanislaus County, which are appointed by the Policy Board. The CAC makes recommendations directly to the Policy Board. The intent of the CAC is to provide the Policy Board with input on transportation related issues from a body of residents.

### *Sustainable Communities Strategy (SCS) Steering Committee, Social Services Transportation Advisory Council (SSTAC), and Bicycle/Pedestrian Advisory Committee (BPAC)*

In addition, StanCOG has three standing committees, which are not directly related to providing recommendations to the Policy Board; the Sustainable Communities Strategy (SCS) Steering Committee Social Services Transportation Advisory Council (SSTAC) and the Bicycle/Pedestrian Advisory Committee (BPAC).

### SCS Steering Committee

The passage of California Senate Bill (SB) 375 calls for a new planning paradigm for the MPO, which has ramifications on the local governments. The Bill requires the regional transportation plan (RTP) to integrate with land uses, of which the local agencies still maintain control and authority. Therefore it is imperative to team up with the local agencies to determine how to best approach SB 375. StanCOG has created a standing committee which is open to the public to address this requirement. The Committee includes a representative from the 10 local agencies, a representative from the SSTAC, BPAC (below) and CAC, a member of the Policy Board and the Stanislaus Local Agency Formation Commission (LAFCo).

The SCS meets on the first Tuesday of each month at 10:00 am at the StanCOG offices.

### SSTAC

In accordance with the California Transportation Development Act (TDA), StanCOG has established the Social Services Transportation Advisory Council (SSTAC) to identify and address Stanislaus County's transportation needs. The SSTAC, whose primary role is to identify the region's transit needs, consists of members representing various transit dependent groups and transit providers, including the elderly, handicapped, private social service agencies, and public transit operators. Specifically, the SSTAC is responsible for overseeing StanCOG's annual Unmet Transit Needs (UTN) Assessment process. Any unmet transit needs that are identified as reasonable to meet through the UTN Assessment process must be addressed before TDA funds can be allocated to the region for non-transit purposes, such as street and road claims.

Pursuant to TDA regulations, the SSTAC has the responsibility to advise StanCOG on any other major transit issues, including coordination and consolidation of specialized transportation services. The SSTAC currently meets every month at the StanCOG offices to discuss the region's transportation/transit needs. However, the Consolidated Transportation Services Agency (CTSA), which was formed in response to an unmet transit need identified in a previous UTN Assessment process, provides continued coordination between the region's existing social service agencies and public transit operators to address the unmet transit needs throughout the year. The CTSA works closely with the region's existing transit providers to establish regional transit programs, such as a travel training program and volunteer driver program, which greatly assist Stanislaus County's transit dependent populations.

### BPAC

The BPAC was created during the preparation of the first regional Non-Motorized Transportation Plan (NMTP) in 2008. At that time an ad-hoc committee was formed to assist in the preparation of the plan. However, the group has taken on a new form and recently adopted a set of by-laws to become a full standing committee. The BPAC is comprised of up to one citizen selected by each jurisdiction, which are confirmed by the Executive Committee.

The BPAC is charged with reviewing transportation plans in Stanislaus County and recommending projects that will enhance non-motorized transportation opportunities in the region. This body will continue to review and assist in the development of the StanCOG NMTP.

The BPAC meets on the first Tuesday of every other month (starting in January) at 5:30 pm at the StanCOG offices.

### **Ad Hoc Committees**

Occasionally, there are issues that arise within the metropolitan planning framework that require additional consideration—for example, the NMTP, which led to the creation of the BPAC. On these occasions, StanCOG shall consider the formation of an ad-hoc advisory committee to call together a specialized group of persons to work through an issue. These committees are typically comprised of professional planning or engineering staff and are typically not open to the public like the Standing Committees. StanCOG, through these committees continues to position the region to best accommodate the requirements of new and changing legislation.

The term ad-hoc refers to a temporary committee. Several of these committees have been formed and since been disbanded; for example, the Congestion Management Process committee, and the RTP Planning committee. Others are still in formation including the Planning and Programming Working Group (PPWG), which provides a venue to forecast and discuss issues in the pipeline to prepare for upcoming events.

### *Mobility Advisory Committee (MAC)*

The Mobility Advisory Committee (MAC) was formed to provide ad hoc support to StanCOG's Consolidated Transportation Services Agency (CTSA). In coordination with the CTSA, the MAC is primarily focused on identifying and addressing the transit needs of Stanislaus County's senior and disabled populations. Representatives from local private social service and transit agencies, public transit operators, and the elderly and disabled communities make up the MAC. The MAC meets every other month.

### *Project Implementation Plan (PIP) Teams*

A Project Implementation Plan team is a type of Ad Hoc Committee. A PIP Team will be formed, when necessary, to address specific needs and/or to include representatives from a specific geographical area. Instances calling for this type of committee include corridor studies, major investment studies, access management strategies, and regional impact fee assessments among others. The purpose of the PIP team is to form a public-private partnership to address the region's most critical transportation issues. One PIP team is currently active to address improvements to the SR-99/State Route 132 Interchange.

These teams are comprised of elected officials, representatives from state level elected offices, Chamber of Commences, affected business owners, Caltrans representatives, neighborhood

associations, business representatives, and other interested citizens. The objective of the PIP is to compile a diverse group of interests to focus efforts on a specific project to expedite project delivery and reduce project related concerns of the general public.

In conclusion, StanCOG has created a series of standing and ad-hoc advisory committees to better meet the intended responsibilities of the agency. StanCOG is in essence a planning and programming agency created to involve the public in the transportation planning process; the committee structure is an essential tool for these two functions.

## Senate Bill 375

A recent state law, Senate Bill 375 (SB 375), requires the development of a regional Sustainable Communities Strategy (SCS) with each future Regional Transportation Plan (RTP) update. The SCS will integrate transportation planning with land use planning to outline goals and a strategy for reducing greenhouse gas (GHG) emissions. SB 375 creates major changes to not only the way MPOs plan, but how they coordinate with local agencies and how they reach out to the public. The SCS Steering Committee, is in the process of further expanding the list of interested parties and is adding additional outreach and consultation provisions to ensure broad stakeholder participation in the development of this first SCS.

According to SB 375, 'each Metropolitan Planning Organization shall adopt a public participation plan for development of the sustainable communities strategy'. StanCOG, in conjunction with the SCS Steering Committee, will undertake the development of a Public Participation Plan (PPP) for the SCS process. The intent of the SCS PPP is to establish a process and outline specific activities for communicating with the public throughout the SCS development. The StanCOG SCS PPP will be rooted in the principles that are included in this document, the federally required agency-wide PPP. The overall concept of the SCS PPP is to promote an open, transparent process that encourages the ongoing and active participation of local governments and a broad range of stakeholders.

## MPO Guidelines

As the Metropolitan Planning Organization (MPO), StanCOG is responsible for preparing and utilizing a participation plan which is developed in consultation with all interested parties and provides reasonable opportunities for interested parties to comment on the content of the: Regional Transportation Plan (RTP) and Transportation Improvement Program (TIP). Because these two documents are part of our five core functions, the Federal government requires that these documents are developed in consultation with all stakeholders, including the public, federal, state, regional and local agencies, tribal governments, local businesses and others.

The legislation that dictates the responsibilities of regional governments and the allocation of federal dollars to the MPOs is the Surface Transportation Authority Bill. The latest bill is called SAFETEA-LU, Safe, Accountable, Flexible, Efficient Transportation Equity Act: a Legacy for Users. SAFETEA-LU was preceded by the Intermodal Surface Transportation Efficiency Act (ISTEA) in 1991. This legislation set the stage for a new era in transportation planning. The law aimed to advance needed reforms, including the strengthening of planning requirements, flexibility in use of transportation funds, meaningful public participation, greater attention to safety and system preservation, higher transit investment, and control of a larger portion of funding for transportation. SAFETEA-LU has built on this foundation and made further improvements.

StanCOG is specifically required to consult with agencies and officials for other planning activities within the region that are affected by the RTP and TIP, including land management agencies, natural resource agencies, environmental protection agencies, and conservation and historic preservation agencies—referred to as Resource Agencies; in addition to local governments, organizations and the public—referred to as Stakeholders. As part of developing other plans and programs for which StanCOG is responsible, StanCOG carries out additional participation activities, including but not limited to: collaboration with transportation partners in development of the OWP, scoping meetings and public review of the Draft Environmental Impact Report (DEIR) for the RTP as required by the California Environmental Quality Act (CEQA), and public participation for the development of the Regional Housing Needs Assessment (RHNA) Plan—which is a state requirement to ensure that each local agency is supplying their fair share of housing.

### **Partnerships**

StanCOG staff has developed ‘coordination partnerships’ as a way to maximize resources. Since transportation affects nearly every aspect of daily life, the MPO goes beyond simply a transportation planning agency. And while we may not have the expertise in some of these related areas, we can rely on our coordination partners for their expertise. We feel that these partnerships are critical to the success of many of StanCOG’s functions and we will continue to expand and strengthen these partnerships.

StanCOG staff maintains regular contact with a number of coordination partners. Our coordination partners include federal, state, regional and local agencies, air districts, private companies, public institutions and others. StanCOG plans to further expand our coordination partners list to include education institutions, health agencies, water purveyors, national transit providers, environmental protection agencies, and others. StanCOG also incorporates all interested individuals, groups and/or organizations; this combined with the Coordination Partners makes up the Stakeholders List. Please refer to Appendix B for the Stakeholders List. We have also included a contact list of the Resource Agencies as Appendix C.

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### 3

## GOALS and PROCEDURES

*'People should have the opportunity to participate in decisions that may affect their environment or health. For the full participation of all communities, decision-makers must actively try to involve the people affected by their decisions. The public's contribution must have a real influence on the decisions of government agencies.'*

*Thus, to achieve true [public input], it is not enough that decision-makers simply be open to input from communities. Decision-makers must actively engage communities to obtain their input.'*

- *Caltrans, Community Primer on Environmental Justice and Transportation Planning, April 2010*



The following goals and procedures are designed to encourage participation and provide opportunities to comment on the development and approval of StanCOG's planning and programming documents, including the RTP, FTIP, SCS and other products prepared by StanCOG.

## Goals

The four primary goals of StanCOG's Public Participation Plan are:

- Goal 1: Strive for a balanced representation of all groups of the public, including the typically under represented in the planning process; while providing ample opportunities for public review and input of all planning and programming documents
- Goal 2: Promote a culture of dialogue and partnership among residents, property owners, the business community, organizations and public officials; while educating local officials and the public in the transportation planning process
- Goal 3: Make both technical information and meeting notices involved in the planning process available in accessible formats; while providing communications and agency reports that are understandable and timely
- Goal 4: Demonstrate explicit consideration and response to public input received during the planning and programming process; while treating all interested participants fairly and respectfully

Meeting these goals, through the 'procedures' described below, will improve our region's ability to reach consensus on all transportation planning related decisions. StanCOG staff will implement all procedures to the greatest extent possible.

## Procedures

StanCOG has developed a set of procedures to accomplish each goal. For each procedure, StanCOG will...

**Goal 1:** *Strive for a balanced representation of all sectors of the public in the planning process; while providing ample opportunities for public review and input of all planning and programming documents*

### **Procedures**

- *Hold all public meetings at convenient and accessible locations*
- *Provide opportunity for the public to comment on any relevant subject, whether on the agenda or not at all public meetings*
- *Provide 14-45 day notice of all plan and/or program specific public meetings and 3 day notice for all Policy Board meetings*
- *Provide notice of all public meetings in via one of the following methods: the StanCOG website, notice posted outside the office building, and available by contacting Staff. The Public can also*

*request to be added to our distribution list to receive notice of all meetings either through email or ground mail.*

- *Provide a contact list for all interested members of the public who would like to be mailed or emailed information when appropriate*
- *Interact and seek input from a broad spectrum of interested stakeholders through various committees that meet on a regular, on-going basis to review, discuss and provide feedback on various StanCOG initiatives, plans and programs*
- *To the extent possible, hold meetings accessible to public transit and located and scheduled to maximize citizen participation*
- *To the extent possible, hold meetings in different communities in the County to solicit comments from new areas of the County*
- *To the extent possible, attend public events throughout the county to inform the public of who we are and what we do*
- *Provide a interpreter for anyone wishing to address the Board (given 72 hour notice)*
- *Make all agendas available upon request in appropriate alternative formats to persons with disabilities as required by ADA*

**Goal 2:** *Promote a culture of dialogue and partnership among residents, property owners, the business community, organizations and public officials; while educating the public and local officials in the transportation planning process*

### **Procedures**

- *To the extent possible, attend public events throughout the county to inform the public of who we are and what we do*
- *Utilize visualization techniques to describe planning and programming concepts to make understandable to non-transportation planning professionals*
- *Continue to hold and add, as appropriate, advisory committees to the Policy Board relating to various portions of the planning process and/or county demographic; for example the Social Services Transportation Advisory Council, the Bicycle Pedestrian Advisory Committee, and the Sustainable Communities Strategies Steering Committee*
- *Continue to add to the expanding Stakeholder List; a list of all interested members of the public and other interested groups who would like to be contacted during future planning processes*
- *Provide opportunity for the public to comment on any relevant subject, whether on the agenda or not at all public meetings*
- *Update as appropriate the Public Participation Plan and provide other informational material to not only inform the public of opportunities to comment on planning and project specific information, but also to inform the public of the impacts of decisions made by making the transportation planning process as clear as possible*
- *To the greatest extent possible, provide a comfortable atmosphere at all meetings for the public, to gather comments from those that are traditionally uncomfortable speaking in public*

- *Encourage proponents and opponents of plans/programs to participate in the planning process by providing opportunities to discuss and debate issues of concern and acknowledge the value of all input*

**Goal 3:** *Make both technical information and meeting notices pertaining to the planning process available in accessible formats; while providing communications and agency reports that are understandable and timely*

**Procedures**

- *Make public information available in electronically accessible format and means as appropriate to afford reasonable opportunity for consideration of public information*
- *Provide informational materials, including one-page fact sheets of plans and programs, explaining the transportation planning process to better inform the public of the impacts of decisions made*
- *Continue to update the StanCOG website to provide informational material, meeting notices, agendas and minutes, announce draft and final plan releases, make plans available for review and encourage feedback and comments from the public*
- *Seek input from local agencies, organizations, committees and the public on additional methods of providing information to those that cannot access the internet*
- *Utilize visualization techniques to describe planning and programming concepts to make understandable to non-transportation planning professionals*
- *Provide clear, consistent and concise primary messages for media and public involvement interaction*
- *Keep interested parties informed with progress reports, when applicable, during document development, review and adoption phases*

**Goal 4:** *Demonstrate consideration and timely response to public input received during the planning and programming process; while treating all interested participants fairly and respectfully*

**Procedures**

- *To the extent possible, respond to every relevant letter, fax or email submitted by individual members of the public*
- *Hold public hearings and workshops regarding planning and programming activities to allow enough time for comments received, as appropriate, to be fully incorporated into the activity*
- *Continue to include all public comments received on planning documents, as an appendix of that document*
- *Provide opportunity for the public to comment on any relevant subject, whether on the agenda or not at all public meetings*
- *To the extent possible, regard commenting participants as working partners*

## Public Outreach Process

The following describes the StanCOG planning and public outreach structure—our planning process and how the public can be involved in the process. Also these sections outline recent improvements to involve the public. It is our belief that the better aware and knowledgeable the public is in the process, the better the opportunity they have to provide comments that will achieve real improvement to the region. One of the overall purposes of this document is to demystify the planning process to elicit further public participation.

As described in Chapter 2, the Stanislaus Council of Governments is governed by a Policy Board. Each month StanCOG staff takes critical and informational items (via Staff Reports) to the Policy Board for review and approval. First these issues are vetted through a series of Advisory Committees. This information is all made available to the public; and meetings are open to the public.

### **Advisory Committees and Policy Board**

#### *Advisory Committees*

The series of advisory committees are held during the first week of each month; the Citizens' Advisory Committee (CAC) is held on first Wednesday at 6:00 pm; and the Management and Finance Committee (MFC) is held on the first Thursday at 3:30 pm. All meetings are held at the StanCOG offices, located at 1111 I Street, Suite 308 in downtown Modesto, California.

The agendas for the CAC and MFC are posted outside the StanCOG offices at least 72 hours before the first meeting. Also, the agenda and the staff report package is posted on our website at [www.stancog.org](http://www.stancog.org) and copies are made available at the StanCOG office during typical business hours. The meeting notice/agenda is provided to the local Spanish language newspaper, *Vida*, which has a weekly circulation of approximately 30,000 papers, covering Stanislaus and San Joaquin Counties.

Time is allotted to any person wishing to address the committee for an item relating to transportation planning not on the agenda at the beginning of each meeting.

#### *Policy Board*

Ultimately, all policy decisions are made by the StanCOG Policy Board. The Policy Board is comprised of 16 elected officials from each jurisdiction within Stanislaus County, including five County Supervisors, three City of Modesto councilmembers and one councilmember from each of the remaining eight agencies. The Policy Board meetings are held on the third Wednesday of each month at 6:00 pm at the StanCOG offices.

An agenda is available for these meetings and is posted in the same manner as the Advisory Committee agendas described above. The Policy Board meetings are held outside of typical business hours to provide the greatest opportunity for members of the public to participate. As with the Advisory Committee meetings, time is available at the beginning of each Policy Board meeting to address issues not on the agenda. In addition, the public is provided the opportunity to address the Board on each agenda item after staff has provided the staff report.

A list of the Policy Board members is provided on the StanCOG website. Also, previous agenda and staff report packages for each meeting dating back to 2006 are available on the StanCOG website for review. Copies of the packages can be made available upon request.

### **Public Meetings, Conferences, Workshops and Forums**

StanCOG staff will, at times, hold events outside of the Advisory Committee and Policy Board structure to solicit input from the public on key issues or documents. Most prominently, such events are held during the preparation of the Regional Transportation Plan (RTP), but meetings on specific issues are held as needed.

StanCOG also conducts workshops, forums, conferences and other events to keep the public and/or local officials informed and involved in various key transportation projects and plans, and to elicit feedback from the public and StanCOG's partners. StanCOG holds meetings throughout Stanislaus County to solicit comments on major plans and programs. Meetings are located and scheduled to maximize public participation (including evening meetings).

StanCOG typically provides notice of such events through press releases, postings on the StanCOG website, and if appropriate through mailed notices, flyers, email notices.

During the early stages of the 2011 RTP development process, StanCOG held five public workshops throughout the County (in four cities) to gather public input into the planning process; this ensured that comments were used to produce the plan, not simply as input on a draft plan. StanCOG staff also provided updates to groups and organizations upon request.

### **FEDERAL AND STATE OUTREACH REQUIREMENTS**

*Safe, Accountable, Flexible and Efficient Transportation Equity Act – A Legacy of Users (SAFETEA-LU)*

SAFETEA-LU is the 2005 Federal Transportation Authorization Bill, which outlines how federal transportation dollars are distributed and outlines the required planning process. SAFETEA-LU continues the strong federal emphasis on public participation from the 1991 ISTEA and 1998 TEA-21 Transportation Authorization Bills, requiring that the public participation plans of MPOs 'shall be developed in consultation with all interested parties and shall provide that all interested parties have reasonable opportunity to comment on the contents of the transportation plan.'

MPO public participation shall be coordinated with statewide public involvement processes wherever possible to enhance public consideration of the issues, plans, and programs and reduce redundancies and costs.

*Brown Act (Government Code sections 54950-54962)*

The Policy Board and the Standing Committee meetings (except the TAC) must comply with the Ralph M. Brown Act (Brown Act), which governs all public meetings and actions of governing boards or local and regional public agencies and their created bodies. Requirements of the Brown Act also apply to any committee or other subsidiary body of a local or regional agency, whether permanent or temporary, decision-making or advisory, which is created by such a governing board.

The Brown Act sets minimum standards for open meetings relative to access to the public, location of meetings, notice posting, agenda distribution, and public input. It is StanCOG's aim to achieve and exceed these minimum requirements.

#### *California Environmental Quality Act (CEQA) / National Environmental Policy Act (NEPA)*

Both CEQA and NEPA define the minimum standards for reasonable public access to the decision-making process for 'projects'. A 'project' is defined as the whole of an action which has the potential for resulting in either direct or indirect physical change in the environment. Because StanCOG is primarily a planning agency, most of StanCOG's actions do not fall under CEQA/NEPA as they are not 'projects', but StanCOG must abide by the statutory requirements as outlined in these acts should we act on a 'project'. An example of a 'project' that StanCOG took action on which was subject to CEQA/NEPA was the State Route 132 East widening project. In addition, StanCOG must complete some form of environmental analysis for the Regional Transportation Plan (RTP) per CEQA.

#### *Other Requirements*

A number of other federal and state laws require StanCOG to involve and notify the public in its decisions. StanCOG complies with all other public notification requirements of the California Public Records Act, Disadvantaged Business Enterprise Plan and other applicable laws.

#### *Outreach to Resource Agencies and Tribal Governments*

##### Resource Agencies

StanCOG engages resource agencies in the development of all plans, and specifically the RTP, to elicit their input into the planning process. StanCOG will distribute notifications to these state, local and tribal agencies responsible for planned growth, economic development, environmental protection, airport operations, freight movement, land use management, natural resources, conservation and historic preservation. A state and federal resource agencies listing is maintained by the California State Department of Transportation, Division of Transportation Planning and update periodically. StanCOG has also developed working relationships with other agencies and distributes information to local organizations and contacts. A complete list of all StanCOG stakeholders, including resource agencies, is included as Appendix A.

##### Tribal Governments

Although there are no federally-recognized Native American Tribal Governments located in Stanislaus County, StanCOG will outreach to the following Northern California Native American organizations:

- US Indian Affairs Bureau
- Tuolumne Band Me-Wuk Indians of the Tuolumne Rancheria
- Calaveras Band of Me-Wuk
- Central California Indian Tribal Council
- Native American Heritage Commission

## **REGIONAL TRANSPORTATION PLAN (RTP) AND FEDERAL TRANSPORTATION IMPROVEMENT PROGRAM (FTIP)**

There are two key initiatives of StanCOG's that are specifically called out in federal law as needing early and continual opportunities for public participation—development of the RTP and the TIP. These two documents are linked; the TIP is the programming document that identifies funding for only those programs and projects that are included in the RTP. The following is a description of each document.

### *Regional Transportation Plan (RTP)*

Because of its comprehensive, long-term vision, the RTP provides the earliest and the best opportunity for interested persons and public agencies to influence StanCOG's policy and investment priorities for the transportation network. It is at this stage where investment priorities and major planning-level project design concepts are established, and broad, regional impacts of transportation on the environment are addressed.

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

Under new state law, SB 375, requires that future RTPs include a Sustainable Communities Strategy (SCS) which is intended to achieve a regional target for reducing greenhouse gases for cars and light trucks and identifying specific areas in the region to accommodate the entire region's projected population growth for a 25-year timeframe. The legislation requires StanCOG to develop a SCS to integrate planning for growth and housing with long-range transportation investments.

The law calls for increased public outreach efforts for this process. SB 375 requires StanCOG to develop a separate public outreach strategy for the development of the SCS that includes:

- Outreach efforts to encourage the active participation of a broad range of stakeholder groups in the planning process;
- Workshops throughout the region to provide the public with the information and tools necessary to provide a clear understanding of the issues and policy choices;
- Preparation and circulation of a Draft SCS not less than 55 days before adoption of a Final RTP and SCS;
- At least 3 public hearings on the Draft SCS, held in different parts of the region;
- At least 2 informational meetings within the region for members of the Board of Supervisors and City Councils on the SCS; and
- A process for enabling members of the public to provide a single request to receive notices, information and updates.

StanCOG will develop a separate SCS PPP, expected to be adopted in fall 2011.

In association with the RTP update, StanCOG prepares other companion documents, including a program-level Environmental Impact Report (EIR), per CEQA guidelines; a transportation air quality conformity analysis, per the federal Clean Air Act and an environmental justice analysis, per Title VI of the Civil Rights Act and federal policies on environmental justice.

### *Federal Transportation Improvement Program (FTIP)*

The federally required Transportation Improvement Program (TIP) is known as the Federal Transportation Improvement Program (FTIP) in the Stanislaus Region. It is a short-term listing of surface transportation projects that receive federal funds, are subject to a federally required action, or are regionally significant. All regionally significant transportation projects and federally funded capital projects are part of the FTIP. This means that many-but not all-transit, highway, local roadway, bicycle and pedestrian investments are included in the FTIP. The Stanislaus Council of Governments (StanCOG), as the federally designated Metropolitan Planning Organization (MPO) prepares and adopts the FTIP about every four years.

Only projects included in with the Regional Transportation Plan (RTP) may be incorporated into the FTIP. The FTIP derives all its projects either directly from the RTP or indirectly from the policies and lump sums within it. The RTP is the long range policy and planning document while the FTIP is the short range implementing document that enables those planned project to begin work. Specifically, the FTIP lists those projects from the RTP that have committed or reasonably available funding and intend to begin a phase of work during the 4 years of the FTIP.

The FTIP must comply with three key tests. First, it must give the public the opportunity to comment. Second, it must demonstrate that the amount of dollars programmed (committed) to the projects does not exceed the amount of dollars estimated to be available. Therefore the FTIP includes a financial summary that demonstrates financial constraint, namely that sufficient financial capacity exists for programmed projects to be implemented. Third, it must conform to the State Implementation Plan for the region with consideration to federal Clean Air Act.

### *Updating and Revising the FTIP*

Federal regulations require that the FTIP be updated at least once every four years. From time to time, circumstances dictate that revisions be made to the FTIP between updates.

StanCOG will consider such revisions when the circumstances prompting the change are compelling, and the change will not adversely affect transportation-air quality conformity or negatively impact the financial constraint findings of the FTIP.

In addition to an FTIP update, revisions to the FTIP may occur as an FTIP Formal Amendment, FTIP Administrative Modification or an FTIP Technical Correction. Further explanation about FTIP updates and how the types of amendments are processed are shown in the table and narrative that follows. The criteria for Administrative Modifications and Amendments are defined in federal legislation, specifically SAFETEA-LU in Title 23, CFR part 450.104.

The Federal Highway Administration, Federal Transit Administration, and Caltrans agreed on Amendment and Administrative Modification Guidelines on June 3, 2011. The guidelines are posted online at:

[http://www.dot.ca.gov/hq/transporg/federal/fedfiles/res\\_publications/rev\\_amend\\_proc.pdf](http://www.dot.ca.gov/hq/transporg/federal/fedfiles/res_publications/rev_amend_proc.pdf).

### Expedited Project Selection Procedures (EPSP)

Outside of FTIP updates and revisions, Expedited Project Selection Procedures (EPSP) is a project selection process developed by the MPO, State, and public transportation operators, including transit operators, that provides for the advancement or delay of projects for implementation purposes within the active period of the approved FTIP and FSTIP without the need for immediately processing FTIP amendments, unless the EPSP action results in the project crossing analysis years for air quality conformity determinations. However, the impacts of the EPSP action must be included in future FTIP updates, amendments or administrative modifications. StanCOG does not require a formal public participation process for EPSP actions.

### FTIP Update

This is a complete update of the existing FTIP, to reflect new or revised transportation investment strategies and priorities. An update of the FTIP is required at least once every four years. StanCOG has been updating the FTIP every two years. Because all projects included in the FTIP are consistent with the RTP, StanCOG's public outreach for development of the RTP is reflected in the FTIP as well. The FTIP implements, in the short-term, the financially constrained element of the RTP and is responsive to comments received during the development of the RTP. FTIP updates will be subject to the conformity and interagency consultation procedure.

### FTIP Formal Amendment

This is a revision that involves a major change to the FTIP, 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).

A formal amendment is a revision that requires public review and comment, re-demonstration of fiscal constraint, or an air quality conformity determination. Formal amendments requiring a transportation-air quality conformity analysis will be subject to the conformity and interagency consultation procedures.

### FTIP 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.

### FTIP Technical Correction

Technical corrections may be made by StanCOG staff as necessary. Technical corrections are not subject to an administrative modification or a formal 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 FTIP period; changes to information not required to be included in the FTIP per federal regulations; or changes to correct simple errors or omissions including and data entry errors. These technical corrections cannot significantly impact the cost, scope, or schedule within the FTIP period, nor will they be subject to a public review and comment process, re-demonstration of fiscal constraint, or a conformity determination.

**Stanislaus Council of Government's  
Public Participation Process for Updating & Revising the  
Federal Transportation Improvement Program (FTIP)**

<b>FTIP Update</b>
<ol style="list-style-type: none"> <li>1. Notify public of opportunities to participate using such methods as local media, newsletter and electronic mailings <ul style="list-style-type: none"> <li>▪ Conduct Publicized Workshops through various strategies, including a postcard mailer, a public notice in English &amp; in Spanish, a news release to print &amp; broadcast media, personal phone calls and visits, and through the StanCOG website.</li> </ul> </li> </ol>
<ol style="list-style-type: none"> <li>2. Release Draft FTIP for 45-day public review and comment period <ul style="list-style-type: none"> <li>▪ Inform media, as appropriate</li> <li>▪ Copies of the Draft FTIP distributed to (13) Libraries in County</li> <li>▪ Respond to significant comments; and include in the final FTIP</li> </ul> </li> </ol>
<ol style="list-style-type: none"> <li>3. Review by StanCOG's Advisory Committees</li> </ol>
<ol style="list-style-type: none"> <li>4. Adoption by Policy Board at a public meeting <ul style="list-style-type: none"> <li>▪ Approval by Caltrans</li> </ul> </li> </ol>
<ol style="list-style-type: none"> <li>5. Approval by Federal Highway and Federal Transit Administrations (FHWA/FTA)</li> </ol>
<b>FTIP Formal Amendments</b>
<p><b><i>Amendment Type 2 – Funding Changes.</i></b></p> <p>Type 2 amendments primarily include project cost changes that are greater than 40% of the total project cost or \$10 million, whichever is higher. Type 2 amendments require approval by StanCOG, Caltrans, and FHWA.</p> <p>Public notification of a Type 2 formal amendment is posted on StanCOG’s website at least 14 days prior to StanCOG action, and are taken through the Advisory Committees and Policy Board structure for public input.</p>
<p><b><i>Amendment Type 3 – Exempt Projects.</i></b></p> <p>Type 3 amendments primarily include adding or deleting projects that are exempt from regional air quality emissions analyses. These amendments typically include transit or safety projects. Type 3 amendments require approval by StanCOG, Caltrans, and FHWA.</p> <p>Public notification of a Type 2 formal amendment is posted on StanCOG’s website at least 14 days prior to StanCOG action, and are taken through the Advisory Committees and Policy Board structure for public input.</p>

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**Amendment Type 4 – Conformity Determination that Relies on a Previous Regional Emissions Analysis.**

Type 4 amendments primarily include adding or deleting projects that have already been appropriately modeled for air quality purposes as part of the RTP. In this case, the federal approving agencies can use a previous analysis of the project's impact on air quality for approval purposes. Type 4 amendments may be accompanied by an RTP amendment to maintain consistency. The FTIP amendment and RTP Amendment (if applicable) follow the same public process. Type 4 amendments require approval by StanCOG, Caltrans, and FHWA.

Public notification of a Type 4 formal amendment includes:

1. Legally noticed 30-day public comment period.
2. Legally noticed public meeting.
3. Posting of amendment information on StanCOG's website during public comment period.
4. Publishing amendment information as part of the following publicly available StanCOG agendas: Technical Advisory Committee, Citizen's Advisory Council, Management and Finance Committee, and StanCOG Policy Board.
5. Consideration and response to public comments received during comment period.

**Amendment Type 5 – Conformity Determination and New Regional Emissions Analysis.**

Type 5 amendments are the highest level amendment and primarily involve adding or deleting new projects that must be modeled for their air quality impacts, or significantly changing the design concept, scope, or schedule of an existing project. Type 5 amendments are accompanied by a new Air Quality Conformity Document that demonstrates conformity with applicable air quality requirements, and if applicable, an RTP amendment to maintain consistency. The FTIP amendment, Air Quality Conformity Document, and RTP Amendment (if applicable) follow the same public process. Type 5 amendments require approval action by StanCOG, Caltrans, and FHWA.

Public notification of a Type 5 formal amendment includes:

1. Legally noticed 30-day public comment period.
2. Legally noticed public meeting.
3. Posting of amendment information on StanCOG's website during public comment period.
4. Publishing amendment information as part of the following publicly available StanCOG agendas: Technical Advisory Committee, Citizen's Advisory Council, Management and Finance Committee, and StanCOG Policy Board.
5. Consideration and response to public comments received during comment period.

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**FTIP Administrative Modification**

Administrative modifications include minor changes to project cost, schedule, or funding sources. Additional funding is limited to the lesser of 40 percent of the total project cost or \$10 million; programming capacity must be available in the FSTIP/FTIP prior to programming the modification. Administrative modifications require approval by the Stanislaus Council of Governments Executive Director, who has the delegation authority to approve administrative modifications to the FTIP and FSTIP. Federal and State agencies are notified, but do not take approval action on an administrative modification.

Public notification of an administrative modification is posted on StanCOG's website at the time of StanCOG action, and subsequently posted on Caltrans website. No public review or comment is required.

**FTIP Technical Correction**

Technical corrections may be made by StanCOG staff as necessary. Corrections may include revisions such as: changes to information and projects that are included only for illustrative purposes; changes to information outside of the FTIP period; changes to information not required to be included in the FTIP per federal regulations; or changes to correct simple errors or omissions including data entry errors. No public review or comment is required.

*Annual Listing of Obligated Projects*

By federal requirement, StanCOG publishes at the end of each calendar year an annual listing of obligated projects, which is a record of project delivery for the previous year. The listing also is intended to increase the awareness of government spending on transportation projects to the public. Copies of this annual listing may be obtained from StanCOG's web site at [www.stancog.org](http://www.stancog.org).

*Congestion Management Process*

Under Federal SAFETEA-LU regulations, StanCOG is required to prepare a congestion management process (CMP) for Stanislaus County that includes strategies for managing travel demand, traffic operational improvements, public transportation improvements, and other transportation issues. StanCOG adopts a CMP at a public hearing approximately every two years, with the results of this technical evaluation used to inform decisions on program and investment priorities, including the Regional Transportation Plan. Those interested in this exercise may obtain copies of the plan via StanCOG's web site, or by contacting the StanCOG office.

*Air Quality Conformity and Interagency Consultation*

A dialogue between agencies over transportation-air quality conformity considerations must take place in certain instances prior to adoption of its RTP or FTIP. These consultations are conducted through the San Joaquin Valley Interagency Consultation Group 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 San Joaquin Valley Unified Air Pollution Control District, the 8 San Joaquin Valley MPOs, and Caltrans. These agencies review updates and, in certain instances, amendments to the RTP and FTIP to ensure they conform to federal transportation conformity regulations via transportation-air quality conformity analysis.

## **OTHER STANCOG DOCUMENTS**

### *Overall Work Program (OWP)*

The OWP is a critical document for the scheduling and distribution of work, especially the allocation of resources needed to address each task required of StanCOG. In effect, the OWP constitutes a set of instructions for the planning and programming work to be carried out by staff or consultants each year.

Through the course of the year, StanCOG staff works with the local agencies, Caltrans, other transportation planning agencies, other public and private associations and the general public independently and through StanCOG committees to develop the program for the year. A draft of the OWP is taken through the committees and the Policy Board, typically around March, to gather public input prior to the adoption of the Final OWP.

### *Unmet Transit Needs (UTN) Assessment*

Each year, pursuant to TDA requirements, StanCOG, as the RTPA and MPO for Stanislaus County, is required to identify any unmet transit needs that may exist in the Stanislaus County region. Should any unmet transit needs be identified, a further determination must be made to establish whether or not those needs are reasonable to meet. In accordance with state law, TDA funds must be allocated first to unmet transit needs, which are found to be reasonable to meet, before any remaining funds can be distributed to local jurisdictions for non-transit purposes such as street and road claims. At the conclusion of each UTN process, the StanCOG Policy Board must adopt a resolution making one of the following three findings: there are no unmet transit needs; there are no unmet transit needs that are reasonable to meet; or there are unmet transit needs, including transit needs that are reasonable to meet.

Under TDA regulations, the UTN Assessment must include the following elements:

1. An annual assessment of the size and location of identifiable groups likely to be transit dependent or transit disadvantaged, including, but not limited to, the elderly, the handicapped, including individuals eligible for paratransit and other special transportation services, and persons of limited means, including, but not limited to, recipients under the CalWORKs program;
2. An analysis of the adequacy of existing public transportation services and specialized transportation services, including privately and publicly owned services; and
3. An analysis of the potential alternative public transportation services and specialized transportation services, including privately and publicly owned services.

To further implement the UTN Assessment process, the StanCOG Policy Board has adopted definitions for both “unmet transit need” and “reasonable to meet” in compliance with the TDA requirements. As previously mentioned, any unmet transit need that is received during the UTN Assessment process is reviewed by the SSTAC.

Public participation is an important component in the UTN Assessment process. The TDA requires StanCOG to hold at least one public hearing for the purpose of receiving public input regarding potential unmet transit needs in the region. This public hearing is typically held during a regularly scheduled meeting of the Policy Board. Public notice of the hearing, including the date, time, location, and specific purpose is provided at least 30-days in advance of the meeting through publication in one or more newspapers of general circulation, including a Spanish language publication. Written notification is also

provided to those persons and organizations that have indicated an interest in the unmet transit needs process, including the private social service agencies and public transit operators that are represented on the SSTAC.

A public hearing is held to give members of the public the opportunity to identify potential unmet transit needs in the region. After the conclusion of a hearing(s), a report is prepared that addresses the three required UTN Assessment elements listed above, analyzes any identified unmet transit need for reasonableness to meet, and provides a recommended finding for the Policy Board to adopt. Any new comments received after the public hearing, or during the Policy Board's hearing to adopt the UTN finding, are assessed during the subsequent year's UTN Assessment process.

#### *Air Quality Conformity (AQC) Analysis*

The Clean Air Act and U.S. Environmental Protection Act (EPA) transportation conformity regulations require that each new RTP and FTIP be demonstrated to conform to the State Implementation Plan (SIP) before the RTP and FTIP are approved by the MPO or accepted by FHWA. This analysis demonstrates that the criteria specified in the transportation conformity regulations for a conformity determination are satisfied by the RTP and FTIP; a finding of conformity is therefore supported.

Air quality conformity findings are distributed for a 30-day public comment period, and a public hearing is held by the StanCOG Policy Board to elicit public input. All applicable posting requirements will be followed.

### **REGULATORY AND PLANNING CONTEXT FOR ENVIRONMENTAL JUSTICE**

Under 1998 guidance from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) on environmental justice, MPOs must, as part of the planning process:

- Enhance analytical capabilities to ensure that the long-range transportation plan and transportation improvement program comply with Title VI.
- Identify residential, employment and transportation patterns of low-income and minority populations, identify and address needs, and assure that benefits and burdens of transportation related investments are fairly distributed.
- Improve public involvement processes to eliminate participation barriers and engage minority and low-income populations in transportation decisions.

StanCOG carries out each of these directives through the public outreach process of the RTP and other major documents and through the development of standalone environmental justice analyses or those tied to the RTP.

#### *Compliance with Federal Requirements*

As illustrated in the Table on Page 3, the Federal Government has enacted several pieces of legislation regarding the involvement of all sectors of the population and removal of discrimination in the planning process, recently referred to as Environmental Justice (EJ).

#### *Title VI*

Title VI is a statute provision of the Civil Rights Act of 1964. Under this statute, each federal agency or agency receiving federal dollars is required to ensure that no person is excluded from participation in,

denied the benefit of, or subject to discrimination under any program or activity receiving federal financial assistance on the basis of race, color, national origin, age, sex, disability, or religion. StanCOG is committed to a policy of nondiscrimination in the conduct of its business, including its Title VI responsibilities. Any person who believes that he or she has been subjected to discrimination under Title VI may file a complaint with StanCOG within 180 days from the date of the alleged discrimination. To ensure that any member of the public has the ability to submit a formal complaint, StanCOG staff has created a Title VI Complaint Form (Appendix F), which can be found on our website. This form is provided in both English and Spanish.

#### Executive Order 12898

##### *Federal Action to Address Environment Justice in Minority Populations and Low Income Populations*

On February 11, 1994, President Clinton signed Executive Order 12898. The Order requires that each federal agency or agency receiving federal dollars shall, to the greatest extent allowed by law, administer and implement its programs, policies, and activities that affect human health or the environment so as to avoid 'disproportionately high and adverse' effects on minority and low-income populations.

To comply with this Executive Order, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) issued a memorandum, 'Implementing Title VI Requirements in Metropolitan and Statewide Planning' on October 7, 1999. The memorandum provides clarification for field offices on how to ensure that environmental justice is considered during current and future certification reviews of MPOs such as StanCOG. While Title VI and EJ have often been raised during the project development process, it is important to recognize that the law also applies equally to the process and products of planning.

#### Executive Order 13166

##### *Improving Access to Services for Persons with Limited English Proficiency*

EO 13166 states that people who speak limited English 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 services so all persons can have meaningful access to services.

#### Americans with Disabilities (ADA)

The Americans with Disabilities Act of 1990 stipulates involving the community, particularly those with disabilities, in the development and improvement of services. All events held for programs with federal funding and open to the public must be made accessible to everyone, including the disabled.

### **Public Participation/Involvement Activities**

For members of the public to provide input about StanCOG projects and programs, they must be aware of what StanCOG is and what issues are under consideration. To raise public awareness, and encourage participation, StanCOG conducts the following outreach activities.

#### *Written Materials*

Written information about StanCOG activities is available on an ongoing basis. Agenda packages for public meetings containing reports and updates on a multitude of transportation topics are sent to the 13 public libraries in the Stanislaus region each month for the availability and accessibility of the public. When preparing these documents, StanCOG's goal is to make the information understandable to the

public, to make the documents as concise as possible, to reduce or eliminate jargon, to explain acronyms, and to provide the information in a visually legible and appealing format. Staff reports always include brief background and discussion sections to provide proper context on an issue. Plans, handouts, and other documents available for public review include pictures, graphs, maps and/or visual aids to make them more reader-friendly and understandable.

#### *Executive Order 13166, Limited English Proficiency*

This Executive Order directs Federal agencies, recipients and sub-recipients of Federal financial assistance to examine services they provide, identify any need for services to those with limited English proficiency (LEP), and develop and implement a system to provide services so LEP persons have meaningful access to them. As a recipient of federal funds, StanCOG offers accommodation to individuals with special needs as identified on our agendas for public meetings. For the large amount of Spanish-speaking individuals in the Stanislaus Region, StanCOG includes information translated into Spanish on each public meeting agenda. The Executive Summary of the 2011 Regional Transportation Plan is also translated into Spanish. Additionally, the StanCOG website has the capability of being translated into over 30 languages using a tool called Google Translate. By clicking on a particular language, the web page is refreshed into the selected language.

#### *Publications-Newsletter and Annual Report*

StanCOG maintains a database of stakeholders interested in the transportation planning process that includes a variety of groups ranging from governmental agencies to traditionally underserved groups and resource agencies. A quarterly e-newsletter, *On the Move*, is distributed to this growing list of approximately 1,000 individuals, groups and businesses. The newsletter is a valuable information tool that presents transportation planning information to the general public. Article topics range from project delivery and funding issues to highlights of the region's transportation activities. An annual report is also distributed by StanCOG summarizing the past fiscal year's activities. Copies of the newsletter and annual report can be viewed on the StanCOG website, and can be obtained at the StanCOG office, 1111 I Street, Suite 308, Modesto, California. To be placed on the distribution list, call the StanCOG office at 209-525-4600 or visit the website at [www.stancog.org](http://www.stancog.org).

#### *Media Relations*

StanCOG maintains an open and cooperative relationship with the local media to help improve the community's awareness of StanCOG programs and ongoing work activities. Under direction of the Executive Director, StanCOG staff prepares press releases highlighting StanCOG's projects and programs. News releases and/or public service announcements encouraging involvement will continue to be published to address key decision-making points. When possible, the briefing of reporters and editorial boards of both newspaper and broadcast media with in-depth background on a project or program shall occur. This will assist them to understand StanCOG's approach, issues and challenges and foster objective and accurate reporting. StanCOG promptly returns all phone messages from reporters and other media representatives.

#### *Public Notice and Review*

It is important for the public to know when StanCOG is seeking their input. For this reason, press releases for public meetings, hearings or workshops are issued to the following local daily and weekly papers: Ceres Courier, Hughson Chronicle, Modesto Bee, Vida en el Valle, Oakdale Leader, Patterson Irrigator, Riverbank News, Turlock Journal, Waterford News, and the Westside Index (Newman).

### *Translation of Public Notices*

StanCOG provides translated public notices for publication in the Spanish newspaper Vida en el Valle to involve and elicit the participation of the Spanish-speaking population of the Stanislaus region. StanCOG will translate public notices into other languages as deemed appropriate to the subject or project area and will post these to the website.

### *Website*

StanCOG maintains a website at [www.stancog.org](http://www.stancog.org) that offers important information about the agency, its programs, projects, and events. The site is consistently updated to provide the public with the most up-to-date information available. The latest documents being reviewed or updated are posted for comment, public notices and public hearings are listed, and all public meeting agenda packages are downloadable. Comments from the public are encouraged and can be sent to StanCOG via the website. When questions or comments are received, StanCOG replies appropriately and in a timely fashion. Also provided on the site so that the public can garner further information if needed, are links to other transportation sites as well as phone and email contact information for StanCOG offices. The StanCOG website is also a link on a variety of governmental, transportation- and transit-related sites within the region as well as outside of the region.

### *Email Notifications*

As appropriate, StanCOG notifies various sub-groups of the StanCOG stakeholders database to provide them with pertinent information related to trainings, grant opportunities, events and activities, and to encourage their involvement in the transportation planning process.

### *Events*

StanCOG participates in a variety of community-based events, and fairs/festivals throughout the region. Participants are encouraged to view exhibits, ask questions, consider the information and give comments. Events create interest in a plan, program or project through visualized and interactive graphics. Several examples include:

#### *Bike to Work Week*

StanCOG takes part in activities to promote the annual Bike to Work Week. It hosts the kick-off awareness event along with the City of Modesto and Stanislaus County that is open to the public in downtown Modesto. There, a booth is staffed where information is provided about bicycle/pedestrian projects planned and included in the region. StanCOG also coordinates bike safety seminars and bicycling-related events at local Stanislaus area employers to encourage the workforce to bike instead of drive when possible.

#### *Rideshare Week*

StanCOG participates in events that encourage the public's involvement in Rideshare Week, an annual program. Presentations are made at area businesses to encourage commuting with others, where information is provided about the regional StanCOG Commute Connection program. An event is also held in Modesto where StanCOG hosts an exhibit so that information and handouts can be provided to the public about ridesharing.

### *Public Meetings/Workshops*

Regularly-scheduled public meetings are held monthly for standing committees and the Policy Board. The opportunity for the public to provide comments in person on issues of importance to them is provided on every agenda so that StanCOG decision makers can hear what is on the public's mind. There is also a specific standing committee, the Citizens Advisory Committee (CAC), comprised of representatives of the general public from the various cities in the Stanislaus region, that meets monthly to provide their comments and feedback on issues. The opportunity to serve on this committee is open to anyone residing in the Stanislaus region.

### *Speakers Bureau*

StanCOG provides speaking presentations about its programs, projects and activities to a variety of businesses, civic, community and faith-based organizations to involve them in the planning process, and to get their feedback on issues of importance in an interactive format. To request a speaker, contact StanCOG at 209-525-4600.

## **How To Get Involved**

There are a number of ways to participate in the regional transportation planning process. For further information or to be added to the information/notice distribution list, please contact StanCOG at 209/525.4600 or visit our website at [www.stancog.org](http://www.stancog.org).

StanCOG encourages and promotes the public's involvement in the transportation planning process, both through the attendance of workshops or meeting, but also through serving on a StanCOG committee. To become a member of one of the eligible standing or ad hoc committees, please contact Staff for further information.

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# 4

## PUBLIC INVOLVEMENT EVALUATION

*'By participating in the transportation planning and decision-making process, you can affect decisions about the transportation system serving your community. Making a difference does not take a lot of time or expertise.'*

- *Caltrans, Community Primer on Environmental Justice and Transportation Planning, April 2010*



StanCOG's Public Participation Plan is not intended to be a static document, but an on-going strategy that will be periodically reviewed and updated based on our experiences, changes in legislation or changing circumstances of the Policy Board and the transportation community it serves. Updates to the Public Participation Plan are expected; all future updates shall be published and available for public review and comment at least 45-days before final adoption of the Plan.

As part of this PPP update, and all future updates, StanCOG will include a public outreach evaluation process. StanCOG will set performance measures to measure the effectiveness of the participation plan. This will serve to inform and thus improve future outreach efforts.

This chapter identifies the specific performance measures used to gauge progress toward accomplishing the goals established in Chapter 3.

## Performance Measures

In order to effectively evaluate the Public Participation Plan, StanCOG has established five performance measures:

- The accessibility of the outreach process to serve diverse geographic, language and ability needs (**Accessibility**);
- The extent or reach of the process in involving and informing as many members of the public as possible (**Extent**);
- The diversity of participants involved in the outreach process (**Diversity**);
- The impact of public outreach efforts on the plan, program or project (**Impact**); and
- The satisfaction with the outreach process as expressed by participants (**Participant Satisfaction**).

To determine if StanCOG's goals for public participation are being met, we need to be able to quantifiably measure the effectiveness of the outreach efforts. Therefore, for each of the five performance measures, StanCOG has created a set of quantifiable indicators, which correlate to the procedures outlined in Chapter 3.

### Accessibility

1. Meetings are held throughout the County
2. All meetings are reasonably accessible via transit
3. All meetings are accessible under the requirements of the Americans with Disabilities Act (ADA)
4. All participants, including those with limited English proficiency, have reasonable access and the ability to contribute

### Extent

1. Number of participants and comments logged
2. Number of news releases and other public notices

### Diversity

1. Demographics of participants at workshop/event/meeting roughly mirror the demographics of the Stanislaus County region
2. Participants represent a cross-section of various interests, places of residence and primary modes of travel

### Impact

1. All verbal, written and transcribed comments are logged, analyzed, summarized and communicated to the Policy Board prior to action or adoption of a plan or program
2. All verbal, written and transcribed comments are placed in a public comment appendix of each final plan or program

### Participant Satisfaction

Participants overall satisfaction with...

1. The accessibility to meeting locations
2. The appropriateness of presented materials for all audiences
3. The adequateness of meeting notices
4. The opportunity to comment
5. The educational value of presentations and materials
6. The clearness and appropriateness of information presented
7. The responsiveness to which comments are received

StanCOG staff will collect attendance data at each meeting and will, as appropriate, conduct various surveys to gather and analyze the information from the indicators. StanCOG staff will use this information to ensure that we are meeting the goals of the PPP. Should the data collected indicate that StanCOG is not meeting a goal, a revision or modification to a policy or program of the PPP will be made and incorporated into an update of the PPP.

StanCOG Staff will record statistics pertaining to the performance measures and indicators and will periodically review this information in an effort to improve our outreach efforts. This will ensure that StanCOG maintains or exceeds the goals established in this Public Participation Plan.

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<b>Appendix A</b>	Open Meeting Schedule
<b>Appendix B</b>	Stakeholders List
<b>Appendix C</b>	Resource Agency List
<b>Appendix D</b>	Public Hearing and Comment Period Chart
<b>Appendix E</b>	Comments Received during Public Review Period
<b>Appendix F</b>	Title VI Complaint Form (English and Spanish)

## APPENDIX A OPEN MEETING SCHEDULE

<b>Policy Board</b>	<b>Citizens Advisory Committee</b>	<b>Management and Finance Committee</b>	<b>Sustainable Communities Strategy Steering Committee</b>	<b>Social Services Transportation Advisory Council</b>	<b>Bicycle/Pedestrian Advisory Committee</b>
	<b>(CAC)</b>	<b>(MFC)</b>	<b>(SCS)</b>	<b>(SSTAC)</b>	<b>(BPAC)</b>
<i>3rd Wednesday of the month</i>	<i>1st Wednesday of the month</i>	<i>1st Thursday of the month</i>	<i>1st Tuesday of the month</i>	<i>1st Tuesday of the month</i>	<i>1st Tuesday of every other month</i>
<i>6:00 p.m.</i>	<i>6:00 p.m.</i>	<i>3:00 p.m.</i>	<i>1:00 p.m.</i>	<i>8:30 a.m.</i>	<i>5:30 p.m.</i>
<b>Policy Board</b>	<b>Advisory Committees to Policy Board</b>		<b>Other Standing Committees</b>		

### **Place**

All public meetings are held at StanCOG, **1111 I Street, Suite 308, Modesto, California**, unless otherwise announced.

### **Agenda Information**

Posted agendas for public meetings are available at StanCOG offices, or by visiting [www.stancog.org](http://www.stancog.org).

Policy Board agendas are also available at all Stanislaus County Public Libraries.

To be placed on a list to receive email notification of public meetings, please call 209-525-4600.

### **Other Opportunities for Information**

StanCOG is also available to provide information to the public in the following ways:

1. Call StanCOG during business hours (8 am to 5 pm) at 209-525-4600 with any questions/requests.
2. Email StanCOG at [info@stancog.org](mailto:info@stancog.org) with any questions/comments.
3. Make a request for StanCOG to speak to your club or organization by calling 209-525-4600.

## **APPENDIX B**

### **RESOURCE AGENCY LIST**

California Energy Commission  
1516 Ninth St., MS-40  
Sacramento, CA 95814  
Dale Edwards, Manager  
Environmental Protection Officer  
T: 916-654-4074  
F: 916-651-8868

Department of Conservation  
801 K St., MS-24-02  
Sacramento, CA 95814  
Rebecca Salazar  
T: 916-445-8735  
F: 916-324-0948

Office of Historic Preservation  
P.O. Box 942896  
Sacramento, CA 94296-0001  
Michelle Messenger  
T: 916-653-5099  
F: 916-653-9824

Department of Parks and Recreation  
P.O. Box 942896  
Sacramento, CA 94296-0001  
Environmental Stewardship Section  
T: 916-653-6725  
F: 916-657-3355

Central Valley Flood Protection Board  
3310 El Camino Ave., Suite LL60  
Sacramento, CA 95821  
Jon Yego, Division of Flood Management  
T: 916-574-2363  
F: 916-574-0681

San Joaquin River Conservancy  
1330 Broadway, Suite 100  
Oakland, CA 94612-2530  
T: 510-286-1015

Department of Water Resources  
901 P St., 2<sup>nd</sup> Floor  
Sacramento, CA 95814  
Nadall Gayou, Senior Engineer  
T: 916-651-9642  
F: 916-651-9289

Department of Fish & Game  
Environmental Services Division  
1416 Ninth St., 13<sup>th</sup> Floor  
Sacramento, CA 95814  
Scott Flint  
T: 916-653-9719  
F: 916-653-2588

Business, Transportation & Housing Agency  
Housing & Community Development  
1800 Third St., Rm. 430  
Sacramento, CA 95814  
CEQA Coordinator, Housing Policy Division  
T: 916-445-4775  
F: 916-327-2643

California Highway Patrol  
2555 1<sup>st</sup> Ave.  
Sacramento, CA 95818  
Scott Loetscher, Special Projects  
T: 916-657-7222  
F: 916-452-3151

Caltrans, Division of Aeronautics  
1120 N St., Rm. 3300  
P.O. Box 942874, MS-40  
Sacramento, CA 94274-0001  
Sandy Hesnard  
T: 916-654-5314  
F: 916-653-9531

Caltrans, Division of Transportation Planning  
P.O. Box 942874, MS-32  
Sacramento, CA 94274-0001  
Mike Brady/Garth Hopkins  
T: 916-653-1067  
F: 916-653-0001

Caltrans, Division of Programming  
P.O. Box 942874, MS-82  
Sacramento, CA 94274  
Muhaned Aljabiry

Caltrans, District 10  
1976 E. Dr. Martin Luther King Jr. Blvd.  
P.O. Box 2048  
Stockton, CA 95205-7015  
Ken Baxter/Tom Dumas  
T: 209-941-1921  
F: 209-948-7906  
[www.dot.ca.gov/dist10](http://www.dot.ca.gov/dist10)

California Air Resources Board  
Airport Projects  
1001 I St., PTSDAQTPB  
Sacramento, CA 95814  
James I. Lerner, Ph.D.  
T: 916-322-6007  
F: 916-322-3646

California Air Resources Board  
1001 I St., PTSDAQTPB  
Sacramento, CA 95814  
Douglas Ito/Dennis Wade  
T: 916-322-2085  
F: 916-322-3646

Federal Highway Administration  
650 Capitol Mall, Suite 4-100  
Sacramento, CA 95814  
Sue Kiser

Federal Transit Administration  
201 Mission St., Suite 1850  
San Francisco, CA 94105  
Alex Smith

Governor's Office of Planning & Research  
1400 10<sup>th</sup> St.  
Sacramento, CA 95812-3044  
Scott Morgan  
T: 916-445-0613  
F: 916-323-3018

Native American Heritage Commission  
915 Capitol Mall, Rm. 364  
Sacramento, CA 95814  
Debbie Treadway  
T: 916-653-4038  
F: 916-657-5390

San Joaquin Valley Air Pollution Control  
District (SJVAPCD)  
1990 E. Gettysburg Avenue  
Fresno, CA 93726

State Lands Commission  
100 Howe Ave., Suite 100-S  
Sacramento, CA 95825  
Marina Brand  
T: 916-574-1880  
F: 916-574-1885

Office of Emergency Services  
3650 Schriever Ave.  
Mather, CA 95655-4203  
Dennis Castrillo  
T: 916-845-8270  
F: 916-845-8382

Public Utilities Commission  
505 Van Ness Ave.  
San Francisco, CA 94102  
Leo Wong  
T: 415-703-5933  
F: 415-703-1184

U.S. Environmental Protection Agency  
P.O. Box 6790  
Incline Village, NV 89450  
Karina O'Connor

U.S. Environmental Protection Agency  
Office of Air Planning, Mail Code Air-2  
75 Hawthorne St.  
San Francisco, CA 94105  
Lisa Hanf

U.S. Bureau of Land Management-Folsom  
63 Natoma St.  
Folsom, CA 95630  
T: 916-985-4474  
[www.blm.gov/ca/folsom](http://www.blm.gov/ca/folsom)

U.S. Army Corps of Engineers  
Sacramento District  
1325 J St.  
Sacramento, CA 95814-2922  
T: 916-557-5100  
[www.spk.usace.army.mil](http://www.spk.usace.army.mil)

Department of Fish & Game  
Central Region  
1234 E. Shaw Ave.  
Fresno, CA 93710  
T: 559-243-4005  
[www.dfg.ca.gov/regions/4/](http://www.dfg.ca.gov/regions/4/)

U.S. Fish Wildlife Service  
Stockton Fish & Wildlife Office  
4001 N. Wilson Way  
Stockton, CA 95205  
T: 209-946-6400  
[www.delta.dfg.ca.gov/usfws](http://www.delta.dfg.ca.gov/usfws)

National Forest Service  
Stanislaus  
100 Forni Rd.  
Placerville, CA 95667  
T: 530-622-5061

National Marine Fisheries Service-  
Sacramento  
650 Capitol Mall, Suite 6070  
Sacramento, CA 95814-4706  
T: 916-930-3600

Department of Water Resources  
Central District  
901 P St., 3<sup>rd</sup> Floor  
Sacramento, CA 95814  
T: 916-651-0725  
[www.cd.water.ca.gov](http://www.cd.water.ca.gov)

Department of Water Resources  
San Joaquin District  
3374 E. Shields Ave.  
Fresno, CA 93726-6913  
T: 559-230-3300  
[www.sjd.water.ca.gov](http://www.sjd.water.ca.gov)

## **APPENDIX C**

### **STAKEHOLDERS LIST**

A C Trucking Company	Central Valley Water Board
A. L. Gilbert	Ceres Chamber of Commerce
AARP	Ceres Courier
AAUW Stanislaus County	Ceres Library
AFL/CIO	Ceres Planning Commission
Al Waggoner	Charter Communications
American Citizens	Charter Communications Channel 9
American GI Forum	Chatom Union School District
American GI Forum-Modesto Chapter	Children & Adults of Stanislaus County
Angeles Perez	Chinese Association
Anthony Valdez	Chris Esther
Armando Castillo	Chuck Shoup
Beard Land Improvement Co.	Citizens League
Beatriz Barocio	City of Ceres
BIACC	City of Hughson
Bill Axtell	City of Modesto
Bill Strand	City of Newman
Blackburn Consulting	City of Oakdale
Bob Taylor	City of Patterson
Bright Development	City of Riverbank
Burchell Nursery	City of Turlock
Bureau of Indian Affairs	City of Waterford
Burlington Northern Santa Fe	Clear Channel Radio
CalCOG	Coalition On Aging
California Air Resources Board	Coit
California Highway Patrol	Coldwell Banker-Endsley & Associates
California Rural Legal Asst.	Comcast Cable
California Trucking Association	Comcast Channel 98
Caltrans District 10	Comcast-Public Access
Cari Anderson Consulting	Community Resources Center
Catholic Charities	Congressman Jerry McNerney
CBS 13	Consolidated Transportation Services
Cent. Cal. Indian Tribal Council	Agency
Center for Senior Employment	Continuum College
Central Sierra Planning Council	CRLAF
Central Valley Credit Union	Dacy Rutter
Central Valley Hispanic Chamber	Dale Parkinson
Central Valley Report	Darren Johnson

Dave & Millie Wing  
David Ruby  
Del Monte Foods  
Del Puerto Health Care District  
Denair Public Library  
Denair School District  
Department of Aging & Veterans Services  
Department of Rehabilitation  
DMC Foundation  
Dolly & Jerry Hamby  
Dolores Naranjo  
Doris Kurtz  
Dowling & Associates  
DRAIL  
Duarte Nursery  
E & J Gallo Winery  
Ecology Action  
Employee Development Department  
Edwin Penfold  
Empire Public Library  
Empire Union School District  
Enedina Chavez  
Environmental Science Associates (ESA)  
Erika Arias  
Esther Tovar  
Federal Highway Administration  
Federal Transit Administration  
Fehr & Peers (F&P)  
Frank Corwin  
Fresno Council of Governments  
Friends of the Tuolumne  
G3 Enterprises  
George Radanovich's office  
Gil Bostwick  
Gilton Waste Management  
Great Valley Center  
Greg Jacquay  
Hart-Ransom Union School District  
Haven's Women Center of Stanislaus County  
Hispanic Leadership Council  
Howard Training Center ARC of Stanislaus  
Hughson Chamber of Commerce  
Hughson Chronicle c/o Mid-Valley  
Publications

Hughson Library  
Hughson Union School District  
Ian Tovar  
IMS Infrastructure Management Services  
Innovative Paradigms  
Integrated Marketing Systems (IMS)  
Intermodal Terminal Operation  
Inter-Tribal Council of California  
Interwest Consulting Group  
Irene and Doug Joe  
Irma Y Rodriguez  
Isabel Saucedo  
J S West and Company  
Jacobs Engineering  
James Wright  
Janet Neal  
Jeff Lustgarten  
Jenny Kenoyer  
Jerry Osborne  
Jerry Wylie  
Jim & Suzanne Comfort  
Joe Hollstein  
John Arroyo  
Jon Miller  
Joyce & James Robinson  
Joyce McClain  
Judith Buethe Communications (JBC)  
Judy Flodman  
Julie Stanton  
Justina Sezoviano  
Karen Vella  
KATM-KAT Country 103  
KAZV Channel 14 UHF (Analog)  
KCAG  
KCFA 106-1  
KCIV 99.9 Bott Radio Network  
KCRA 3 NBC  
KCRA Channel 3  
Kelly Napuunoa  
Kern Council of Governments  
KESP 970 AM  
Keyes MAC  
Keyes Public Library  
KHKK-Hawk 104.1

KHOP 95.1  
Kim Teeples  
KMPH 840 AM Talk Radio  
KQVR Channel 13/CW Channel 31  
KQCA My 58  
KRVR The River 105.5  
KTXL FOX 40  
KVIN The Vine 920 AM  
KWIN 97.7  
KXTV Channel 10  
Laidlaw Transit Services  
Landing School District  
Lark Downs  
League of Women Voters  
Lennox Harris  
Linda Gonzales  
Lori Presley  
Manufacturer's Council  
Mapes Ranch  
Margaret Middleton  
Maria E. Rodriquez  
Marianne Fosnaugh  
Mark Wallace  
Martin Zonligt  
Mary Van Loon  
Maya Media LLC  
Merced County Association of Governments  
Madera County Transportation Commission  
Meced Economic Development Corp  
MECHA  
Mickey Peabody  
Mike Gilmore  
Mike Lynch Consulting  
Miquel Sanchez  
Modesto Chamber of Commerce  
Modesto City Schools  
Modesto Convention & Visitor's Bureau  
Modesto Irrigation District  
Modesto Planning Commission  
Modesto Public Library  
Mohammed Fareek  
Montie Rojas  
Muir Trail Girl Scout Council  
Mundo Hispano

NAACP  
Native American Heritage  
Neumiller & Beardslee  
Newman Chamber of Commerce  
Newman Library  
Newman Planning Commission  
Newman-Crowslanding USD  
Noel Quesenberry  
Nolte Associates, Inc.  
Norm Fox  
NOW  
Oakdale Chamber of Commerce  
Oakdale Irrigation District  
Oakdale Joint Union School District  
Oakdale Leader  
Oakdale Library  
Oakdale Planning Commission  
Omnimeans  
OMNI-MEANS, Ltd.  
Operating Engineers 3  
Outreach  
P G & E  
Parsons  
Patterson Chamber of Commerce  
Patterson Frozen Foods  
Patterson Irrigation District  
Patterson Irrigator  
Patterson Library  
Patterson Planning Commission  
Patterson School District  
Paula Graves  
Port of Stockton  
Prudential California Reality  
Rajappan & Meyer Consulting Engineers, Inc.  
Ray Mercado  
Reuben Peterson  
Rex Anderson  
Richard Braun  
Ripon City Council  
Rita Konechney  
Riverbank Chamber of Commerce  
Riverbank Library  
Riverbank News  
Riverbank Union School District

Roberto Ortiz  
Rocha Transportation  
Roland Enz  
Ron & Deb Losinski  
ROTA  
RRM Design Group  
Ruben Solorno  
Russ Garman  
Salida Regional Library  
Salida Union School District  
Samuel Bribiesca  
San Joaquin Council of Governments  
San Joaquin LAFCO  
SCFPD  
Scott Calkins  
Services District  
Sierra Club  
Sierra Pacific Warehouse Group  
Silveira General Construction  
SJRRRC  
San Joaquin Valley Air Pollution Control  
District  
Smart Transport  
Soroptimist  
Specialty Gardens  
Stanislaus County Department of Education  
Stanislaus County Latino Round Table  
Stanislaus County Rail Passenger Adv.  
Stanislaus Audubon Society  
Stanislaus Co. Farm Bureau  
Stanislaus County  
Stanislaus Food Products  
Stanislaus LAFCO  
Stanislaus Union School District  
StanWORKS  
Stephen Bonrepos  
Susan Aced  
Suzan Lopez  
Suzanne Guthrie  
Sylvan Union School District  
Tulare County Association of Governments  
Telemundo 34 KCSO  
Terry Bearns  
Thai Life Center

The Alliance  
The Escalon Times  
The Horizon Group  
The Modesto Bee  
The Ripon Record  
The Turlock Journal  
Thomas Wayne Johnson  
Tim Colbert & Associates, Inc.  
Timm LaVelle  
Tom Lynd  
Tony Avila  
Tracy Sunde  
Tuolumne Me-Wuk Tribal Council  
Tuolumne River Trust  
Turlock Chamber of Commerce  
Turlock Irrigation District  
Turlock Journal  
Turlock Planning Commission  
Turlock Public Library  
Turlock Scavenger  
Turlock Union School District  
U.S Fish and Wildlife  
U.S. Environmental Protection Agency  
UCP of Stanislaus County  
Union Pacific Railroad  
United Way of Stanislaus County  
Valley First Credit Union  
Valley Mountain Regional Center  
Vance Kennedy  
Vicky Boyd  
Vida en el Valle  
Wallace Transport  
Waterford Chamber of Commerce  
Waterford Library  
Waterford News  
West and Associates  
West Side Index  
Westside Community Alliance  
Women's Lawyer's Association  
Xavier Lugo

**APPENDIX D**  
**Public Hearing and Comment Period Chart**

**DOCUMENT / PROGRAM ADOPTION**

<b>Document</b>	<b>Public Hearing</b>	<b>Comment Period</b>
Regional Transportation Plan (RTP)	Yes	30 Days (45 Days if EIR is required)
Federal Transportation Improvement Program (FTIP)	Yes	45 Days
Air Quality Conformity (AQC) Analysis	Yes	30 Days
Public Participation Plan (PPP)	Yes	45 Days
Unmet Transit Needs (UTN) Assessment	Yes	30 Days

**DOCUMENT / PROGRAM AMENDMENT**

<b>Document</b>	<b>Public Hearing</b>	<b>Comment Period</b>
Regional Transportation Plan (RTP)	Yes	30 Days (45 Days if EIR is required)
Federal Transportation Improvement Program (FTIP)		
- Type 1	No	NONE
- Type 2	Yes	14 Days
- Type 3	Yes	14 Days
- Type 4	Yes	30 Days
- Type 5	Yes	30 Days
Public Participation Plan (PPP)	Yes	45 Days

**Place**

All Public Hearings are held at StanCOG, 1111 I Street, Suite 308, Modesto, California, unless otherwise announced.

**Comment Information**

Posted agendas for public hearings are available at StanCOG offices, or by visiting [www.stancog.org](http://www.stancog.org).

All comments can be mailed to 1111 I Street, Suite 308, Modesto, California or emailed to the project manager of the document being adopted

To be placed on a list to receive email notification of public meetings, please call 209-525-4600.

***APPENDIX E***  
***PUBLIC COMMENTS RECEIVED***

No public comments were received during the 45-day Public Comment Period

***APPENDIX F***  
***TITLE VI COMPLAINT FORMS***

A Title VI Complaint Form in English and in Spanish is attached.

**Title VI Complaint Form**  
**Stanislaus Council of Governments (StanCOG)**  
**Office of Compliance**

StanCOG is committed to ensuring that no person is excluded from participation in or denied the benefits of its services on the basis of race, color, national origin, age, gender, or disability pursuant to Title VI of the Civil Rights Act of 1964, as amended. Title VI complaints must be filed within 180 days from the date of the alleged discrimination.

The following information is necessary to assist us in processing your complaint. If you require any assistance in completing this form, please contact Rosa Park, Title VI Coordinator, by calling (209) 525-4642. The completed form must be returned to StanCOG's Office, Title VI Coordinator, 1111 "I" Street, Suite #308, Modesto, CA 95354.

Your Name:	Phone:
Street Address:	Other Phone:
	City, State and Zip Code:
Person(s) Discriminated against (if someone other than complainant): Name(s):	
Street Address, City, State and Zip Code:	

Which of the following best describes the reason for the alleged discrimination? (Check one)

- RACE
- COLOR
- NATIONAL ORIGIN (LIMITED ENGLISH PROFICIENCY)
- AGE
- GENDER
- DISABILITY

Date of Incident: \_\_\_\_\_

Time of Incident: \_\_\_\_\_

Please describe the alleged discrimination incident. Provide the names and titles of all StanCOG employees responsible. Explain what happened, whom you believe was responsible, and other specific relevant information. Please use the next page of this form if additional space is required.

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(Complete next page of form)

**Title VI Complaint Form**  
**Stanislaus Council of Governments (StanCOG)**  
**Office of Compliance**

Please describe the alleged discrimination incident (continued)

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Have you filed a complaint with any other federal, state, or local agencies? (Check one)

YES

NO

If so, list agency / agencies and contact information below:

Agency: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Street Address, City, State & Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Agency: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Street Address, City, State & Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

I affirm that I have read the above charge and it is true to the best of my knowledge.

\_\_\_\_\_  
Complainant's Signature:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Print or Type Name of Complainant

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

**Formulario de Quejas Title VI  
Stanislaus Council of Governments (StanCOG)  
Oficina de Cumplimiento**

StanCOG centra sus esfuerzos en garantizar que nadie sea excluido de la participación en sus servicios ni que nieguen los beneficios de éstos, con base en raza, color, origen nacional, edad, sexo, y discapacidad, en conformidad con las disposiciones del Title VI de la Ley de Derechos Civiles de 1964. Las quejas bajo el Title VI deben presentarse en el transcurso de 180 días a partir de que ocurre la discriminación supuesta.

La información siguiente es necesaria para ayudarnos en el procesamiento de su queja. Si requiere ayuda para llenar este formulario, le agradeceremos que se dirija al Rosa Park, Coordinadora del Title VI, al teléfono (209) 525-4642. El formulario completo debe devolverse al StanCOG's Office, Title VI Coordinator, 1111 "I" Street, Suite #308, Modesto, CA 95354.

Su nombre:	Teléfono:
Dirección:	Segundo Teléfono :
	Ciudad, estado, y Código Postal :
Persona(s) que sufrieron discriminación (si es otra que el firmante): Nombre(s):	
Dirección, Ciudad, estado, y Código Postal:	

¿Cuál de los siguientes describe mejor la razón por la supuesta discriminación? (Marque uno)

- RAZA
- COLOR
- ORIGEN NACIONAL
- EDAD
- SEXO
- DISCAPACIDAD

Fecha del incidente: \_\_\_\_\_

Hora del incidente: \_\_\_\_\_

Por favor, describa el supuesto incidente de discriminación. Proporcione los nombres y títulos de todos los empleados de StanCOG involucrados, si cuenta con la información. Explique lo sucedido: quien considera que fue responsable; y otra información específica pertinente. Por favor, use el reverso de este formulario si requiere espacio adicional.

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(Llene el reverso de este formulario)

