



# City of Sacramento City Council

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**Meeting Date:** 5/17/2011

**Report Type:** Consent

**Title: Agreement: Regional Plan for Sustainable Development**

**Report ID:** 2011-00468

**Location:** Citywide

**Recommendation:** Adopt a Resolution authorizing the City Manager to sign a Memorandum of Understanding (MOU) with SACOG, SACOG members, SHRA, the Regents of the University of California, Urban Land Institute, Valley Vision, Inc., The McKinley Group and Regional Water Authority creating a consortium to develop a regional plan for sustainable development.

**Contact:** Jim McDonald AICP CFM, Senior Planner (916) 808-5723, Community Development

**Presenter:** None

**Department:** Community Development Dept

**Division:** Planning

**Dept ID:** 21001221

## **Attachments:**

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- 1-Description/Analysis
- 2-Resolution
- 3-Exhibit A MOU
- 4-Attachment A to Exhibit A MOU
- 5-Attachment B to Exhibit A MOU
- 6-Attachment C to Exhibit A MOU
- 7-Attachment D to Exhibit A MOU
- 8-Exhibit B SACOG Member Agencies

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### **City Attorney Review**

Approved as to Form  
Paul Gale  
5/10/2011 4:11:14 PM

### **City Treasurer Review**

Prior Council Financial Policy Approval or  
Outside City Treasurer Scope  
Russell Fehr  
5/10/2011 10:28:02 AM

### **Approvals/Acknowledgements**

Department Director or Designee: Max Fernandez - 5/10/2011 12:11:24 PM

Assistant City Manager: John Dangberg - 5/10/2011 3:38:06 PM

## Description/Analysis

**Issue:** In August 2010, the City Council authorized the City to enter into a memorandum of understanding with the Sacramento Area Council of Governments (SACOG), the County of Sacramento and Valley Vision, Inc. for the purpose of forming a consortium to apply for a 2010 United States Department of Housing and Urban Development (“HUD”) Sustainable Communities Regional Planning Grant. The HUD Notice of Funding Availability (“NOFA”) required the consortium applying for the grant to include the traditional principal city located in the region. In October 2010, the consortium, identified as the Sacramento Regional Consortium (the “Consortium”), was notified that it received one of the 42 awards out of 244 applicants for a Sustainable Communities Regional Planning Grant. The amount of the grant is 1.5 million dollars. SACOG, as the lead applicant, is required to execute a cooperative agreement with HUD and assume fiscal responsibility for the grant on behalf of the consortium in compliance with all HUD and program requirements.

In addition, the NOFA requires that, subsequent to the grant award, a formal consortium agreement be executed no later than 120 days after the effective date of the grant. The formal consortium agreement must describe each member’s specific activities including timetables for completion. HUD reserves the right to terminate the grant if a consortium agreement has not been executed within 120 days from the date of the grant. The grant is a central element of the new Partnership for Sustainable Communities between the Department of Transportation, Environmental Protection Agency and HUD. The consortium will be using the award to partially fund the update of the Metropolitan Transportation Plan (MTP); which includes the region’s first Sustainable Communities Strategy (SCS) as required under SB 375.

The formal consortium agreement will a) expand the Consortium to all SACOG members and b) meet some new requirements for HUD’s forthcoming Preferred Sustainability Status Program. In addition to all SACOG members, the Consortium will also consist of: the Sacramento Housing and Redevelopment Agency, the Regents of the University of California, Urban Land Institute, Valley Vision, Inc., the McKinley Group and the Regional Water Authority.

This new Preferred Sustainability Status program will offer bonus points to jurisdictions and entities applying for competitive HUD grants. Applicants with projects or programs within regions that received the HUD Sustainable Communities grants and that help meet the goals of the federal Partnership will be eligible for extra points as certified by the region’s Consortium.

SACOG staff has negotiated the attached MOU with HUD representatives to meet the minimum requirements for the formal consortium agreement that will both allow SACOG staff to complete work on the grant program and allow the region access to the bonus points through HUD’s Preferred Sustainability status.

**Policy Considerations:** The 2030 General Plan states that “The City shall be the regional leader in sustainable development and encourage compact, higher-density development...” Participation in the MOU with SACOG and our regional partners is consistent with the General Plan land use goal of supporting sustainable growth and change through orderly and well-planned development.

## **Environmental Considerations:**

**California Environmental Quality Act (CEQA):** There are no environmental considerations associated with this report. (Not a project under Section 21065 of CEQA and CEQA Guidelines Section 15378 (b)(4)).

**Sustainability Considerations:** Coordination with SACOG and our regional partners will ensure that the Region grows in a sustainable manner that will reduce auto dependency and greenhouse gas emissions, improve air quality and provide a greater variety of choices for people to live and work.

**Commission/Committee Action:** Not applicable.

**Rationale for Recommendation:** Participation in consortium with SACOG and regional partners will help develop a regional plan for sustainable development. .

**Financial Considerations:** Participation in the consortium will require a basic level of staff coordination with SACOG that the City currently provides. No additional staffing or resources will be required.

**Emerging Small Business Development (ESBD):** No goods or services are being purchased under this report.



**RESOLUTION NO.**

Adopted by the Sacramento City Council

**AUTHORIZING THE CITY MANAGER TO SIGN AN MOU WITH SACOG, SACOG MEMBERS, SHRA, THE REGENTS OF THE UNIVERSITY OF CALIFORNIA, URBAN LAND INSTITUTE, VALLEY VISION, INC., THE MCKINLEY GROUG AND THE REGIONAL WATER AUTHORITY TO PARTICIPATE IN A REGIONAL CONSORTIUM FOR PURPOSES OF IMPLEMENTING THE HUD SUSTAINABLE COMMUNITIES REGIONAL PLANNING GRANT.**

**BACKGROUND**

- A. In August 2010, the City of Sacramento entered into a memorandum of understanding with SACOG, Sacramento County and Valley Vision, Inc. for the purpose of forming a consortium to apply for a United States Department of Housing and Urban Development (“HUD”) sustainable Communities Regional Planning Grant.
- B. In October 2010, the consortium, identified as the Sacramento Regional Consortium (the “Consortium”) was notified that it received one of 42 grant awards out of 244 applicants. The amount of the grant awarded to the Consortium is 1.5 million dollars.
- C. The HUD Notice of Funding Availability (“NOFA”) requires that a formal consortium agreement be executed no later than 120 days after the effective date of the grant award. SACOG wishes to form a consortium to comply with the NOFA requirements to implement the Sustainable Communities Regional Planning Grant to support Transit Priority Area Action Plans, Natural Resources Planning Integration, and Federal-Local Relations Recommendations.

**BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:**

Section 1. The City Manager is authorized to execute a Memorandum of Understanding in substantially the form as attached Exhibit A with SACOG, SACOG member agencies, the Sacramento Housing and Redevelopment Agency, the Regents of the University of California, Urban Land Institute, Valley Vision, Inc., the McKinley Group and the Regional Water Authority for the purposes of forming a consortium to implement the HUD Sustainable Communities Regional Grant.

Attached as Exhibit B is a list of the SACOG member agencies. The consortium will create the region's first Sustainable Communities Strategy and Regional Sustainable Development Plan.

Section 2. Exhibits A and B are part of this resolution.

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EXHIBIT A: Memorandum of Understanding with SACOG

EXHIBIT B: List of SACOG member agencies



**MEMORANDUM OF UNDERSTANDING  
 BY AND BETWEEN  
 SACRAMENTO AREA COUNCIL OF GOVERNMENTS  
 CITY OF AUBURN  
 CITY OF CITRUS HEIGHTS  
 CITY OF COLFAX  
 CITY OF DAVIS  
 CITY OF ELK GROVE  
 CITY OF FOLSOM  
 CITY OF GALT  
 CITY OF ISLETON  
 CITY OF LINCOLN  
 CITY OF LIVE OAK  
 TOWN OF LOOMIS  
 CITY OF MARYSVILLE  
 CITY OF PLACERVILLE  
 CITY OF RANCHO CORDOVA  
 CITY OF ROCKLIN  
 CITY OF ROSEVILLE  
 CITY OF SACRAMENTO  
 CITY OF WEST SACRAMENTO  
 CITY OF WHEATLAND  
 CITY OF WINTERS  
 CITY OF WOODLAND  
 CITY OF YUBA CITY  
 COUNTY OF EL DORADO  
 COUNTY OF PLACER  
 COUNTY OF SACRAMENTO  
 COUNTY OF SUTTER  
 COUNTY OF YOLO  
 COUNTY OF YUBA  
 SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY  
 THE REGENTS OF THE UNIVERSITY OF CALIFORNIA  
 URBAN LAND INSTITUTE  
 VALLEY VISION, INC.  
 THE MCKINLEY GROUP  
 REGIONAL WATER AUTHORITY**

**FOR THE PURPOSE OF CREATING A CONSORTIUM  
 TO DEVELOP A REGIONAL PLAN FOR SUSTAINABLE DEVELOPMENT**

This Memorandum of Understanding (“MOU”) is made effective \_\_\_\_\_, by and between the Sacramento Area Council of Governments, City of Auburn, City of Citrus Heights, City of Colfax, City of Davis, City of Elk Grove, City of Folsom, City of Galt, City of Isleton, City of Lincoln, City of Live Oak, Town of Loomis, City of Marysville, City of Placerville, City of Rancho Cordova, City of Rocklin, City of Roseville, City of Sacramento, City of West Sacramento, City of Wheatland, City of Winters, City of Woodland, City of Yuba City, County of El Dorado, County of Placer, County of Sacramento, County of Sutter, County of Yolo, County of Yuba, Sacramento Housing and Redevelopment Agency, The Regents of the University of California, Urban Land Institute, Valley

Vision, Inc., The McKinley Group, and Regional Water Authority, (collectively the “Parties” or “Consortium”).

WHEREAS, City of Auburn, City of Citrus Heights, City of Colfax, City of Davis, City of Elk Grove, City of Folsom, City of Galt, City of Isleton, City of Lincoln, City of Live Oak, Town of Loomis, City of Marysville, City of Placerville, City of Rancho Cordova, City of Rocklin, City of Roseville, City of Sacramento, City of West Sacramento, City of Wheatland, City of Winters, City of Woodland, City of Yuba City, County of El Dorado, County of Placer, County of Sacramento, County of Sutter, County of Yolo, and County of Yuba are members of SACOG and, through SACOG, have worked together with other local governments and their representatives since 1981 to discuss and study area wide problems of mutual interest and concern and facilitate the development of policies and action recommendations for the solution of such problems; and

WHEREAS, SACOG, as a council of governments and MPO, provides services on behalf of the six counties and 22 cities in the greater Sacramento region (referred to collectively as “Members” and individually as “Member”), and each local government Member appoints at least one representative of its elected council or board to make decisions as a SACOG Board member; and

WHEREAS, SACOG and Sacramento Housing and Redevelopment Agency, a joint powers agency, have worked closely to develop the application for the U.S. Housing and Urban Development’s Fiscal Year 2010 Sustainable Communities Regional Planning Grant (“HUD grant project”) and are specially trained and/or have the experience and expertise necessary to competently perform services related to the HUD grant project, and

WHEREAS, Valley Vision is a California non-profit corporation established for the public benefit and tax exempt pursuant to IRC Section 501(c)(3); and represents that it is specially trained and/or has the experience and expertise necessary to competently perform services related to the HUD grant project, and

WHEREAS, Regional Water Authority is a joint powers authority; and represents that it is specially trained and/or has the experience and expertise necessary to competently perform services related to the HUD grant project, and

WHEREAS, The Regents of the University of California, (“University” or “Contractor”) acting by and through its UC Davis campus Center for Regional Change, represents that it is specially trained and/or has the experience and expertise necessary to competently perform services related to the HUD grant project, and

WHEREAS, the McKinley Group, a California Sole Proprietorship, represents that it is specially trained and/or has the experience and expertise necessary to competently perform services related to the HUD grant project, and

WHEREAS, the Urban Land Institute is a 501(c)(3) nonprofit research and education organization and represents that it is specially trained and/or has the experience and expertise necessary to competently perform services related to the HUD grant project, and

WHEREAS, it is in the best interest of the Parties to coordinate housing, land use, economic and workforce development, transportation, and infrastructure investments in a manner that empowers jurisdictions to consider the interdependent challenges of: (1) economic competitiveness and revitalization; (2) social equity, inclusion, and access to opportunity; (3) energy use and climate change; and (4) public health and environmental impact; and

WHEREAS, SACOG has agreed to bring together other public, private and nonprofit entities in the region to expand the Metropolitan Transportation Plan into a Regional Plan for Sustainable Development (“RPSD”) that aligns with the Livability Principles articulated by the federal Partnership for Sustainable Communities, and then work with such entities in the implementation of the RPSD; and

WHEREAS, the Parties wish to engage in an active working relationship, recognizing local and regional needs for planning and implementation of sustainable communities principles.

NOW, THEREFORE, the Parties agree as follows:

1. The Parties hereby establish a Consortium for the purposes of the U.S. Department of Housing and Urban Development (“HUD”) Fiscal Year 2010 Sustainable Communities Regional Planning Grant Program (“Program”) and adopt the Consortium Responsibilities and Governance Structure set forth in Attachment “A,” attached hereto and incorporated herein. As detailed in Attachment “A,” SACOG shall act in the representative capacity with HUD on behalf of the Consortium and assume administrative responsibility for ensuring that the Consortium’s program is carried out in compliance with all HUD requirements.
2. The Parties agree to the following general principles:
  - a. The work performed under this MOU is for the benefit of all Members of SACOG and, by extension, the entire population of the greater Sacramento region;
  - b. The Parties will rely on SACOG’s advisory committees and community outreach and involvement activities articulated in its Public Participation Plan described in Attachment C, along with stakeholder involvement strategies guided by the Consortium and generally described in Section 5 below, to ensure that a wide range of input is given in the development of the Regional Plan for Sustainable Development (“RPSD”);
  - c. The Joint Powers Agreement for the Sacramento Area Council of Governments, effective July 2003, and the Rules for the Sacramento Area Council of Governments, effective July 2005, will serve as the governance structure for all financial and policy decisions of the Consortium, as further described in Section 5 of Attachment “A”;
  - d. The Parties shall settle any disputes among themselves pursuant to the Dispute Resolution provision set forth in Section 6 of Attachment “A”;
  - e. The Parties acknowledge local authority over land use and other issues and will involve SACOG Members throughout the RPSD process to ensure the work performed meets local needs for sustainable communities;
  - f. The Parties intend that this MOU shall not supersede the exercise of those powers within the exclusive jurisdiction of the City of Auburn, City of Citrus Heights, City of Colfax, City of Davis, City of Elk Grove, City of Folsom, City of Galt, City of Isleton, City of Lincoln, City of Live Oak, Town of Loomis, City of Marysville, City of Placerville, City of Rancho Cordova, City of Rocklin, City of Roseville, City of Sacramento, City of West Sacramento, City of Wheatland, City of Winters, City of Woodland, City of Yuba City, County of El Dorado, County of Placer, County of Sacramento, County of Sutter, County of Yolo, County of Yuba, which shall continue to be subject to their governance.
  - g. SACOG and the Sacramento Housing and Redevelopment Agency, will work within the Consortium as members of a steering committee to facilitate collaboration between regional public housing authorities, jurisdictions, and the broader housing community to conduct the analysis of impediments to fair housing and most of the work elements needed to complete the Enhanced Regional Housing Plan with full details of their work shown in Attachment B.
  - h. SACOG and the Regional Water Authority will work within the Consortium as members of a steering committee to facilitate participation from water purveyors, the sanitation districts, electric utilities, as well as city and county jurisdictions in support of assessing adequate infrastructure and investment for high levels of service to all parties in Transit Priority Areas (TPAs) to encourage private and public investment in the RPSD with full details of their work shown in Attachment B.
  - i. SACOG and the University of California Davis campus Center for Regional Change will work within the Consortium as members of a steering committee to provide guidance, analysis and recommendations for social equity performance measures, appropriate material development, and assistance in the development of public workshops that are meaningful, engaging, and inclusive of the hardest to reach populations with full details of their work shown in Attachment B.
  - j. SACOG and the Urban Land Institute will work within the Consortium as members of a steering committee to ensure broad representation and active engagement of stakeholders with the highest level of education around critical issues related to healthy communities from both the private

development and public community perspectives. They will also publish the results of the TPA screening process and TPA Action Plan Development as a case study with full details of their work shown in Attachment B.

- k. SACOG and Valley Vision will work within the Consortium as members of a steering committee to regularly update the public and other interested entities about the work of the Consortium and its progress in developing and implementing an RPSD through various communications channels with full details of their work shown in Attachment B. SACOG shall take the lead role in regularly updating the public on the work of the Consortium.
  - l. SACOG and the McKinley Group will work within the Consortium as members of a steering committee to obtain final approval for the Six County Aquatic Resources Database, facilitate discussions on the Sustainable Communities Strategies (SCS)/Metropolitan Transportation Plan (MTP) environmental review with the Federal and State regulatory agencies, and help with the development of mitigation measures for the MTP Environmental Impact Report (EIR) with full details of their work shown in Attachment B.
3. The Parties agree that the purpose of this MOU is to continue and expand cooperation among the Parties, as well as among: (a) All SACOG Members; (b) The Federal Government, its agencies or departments, or entities established by the Federal Government, in particular members of the Interagency Partnership for Sustainable Communities and the Partnership itself; (c) The State of California, its agencies or departments, or entities established by the State; (d) Metropolitan planning organizations, councils of governments, rural planning organizations, or local or regional transportation agencies, either working in the region or within the State of California; (e) Public housing agencies; (f) Special districts; (g) Unified school districts; (h) Indian tribes; (i) Nonprofit organizations, foundations, and educational institutions; and (j) Other public authorities, districts, business leadership groups, or regional governmental organizations working to further the sustainability of the greater Sacramento region.
  4. The Parties will seek formal and informal agreements with the entities described in Section 3 above to gather public input and enhance the work on the RPSD, building on SACOG's integration of input from SACOG's Members, the Consortium and public into the RPSD.
  5. The Parties shall, to the extent practicable, recruit and work with a broad cross-section of public, nonprofit, educational, and private sector entities and individuals in the region through four working groups: Economic Development; Social Equity, Housing and Health; Natural Resources; and Infrastructure.
  6. Each Party shall provide leadership and support for the development and implementation of the RPSD within their respective communities and across jurisdictional boundaries. This may include, but shall not be limited to, encouraging public awareness and public involvement in the planning process, informing SACOG of conflicting regulatory schedules and requirements that increase planning and development costs for member jurisdictions, providing comment on the RPSD recommendations that could lead to legislative proposals for more efficient regulatory processes, and using the recommendations in the RPSD to improve planning processes.
  7. This MOU is intended to facilitate further agreements between the Parties, each of which is expected to be more specific as development of the RPSD progresses and becomes more focused.
  8. This MOU acknowledges that HUD's new Preferred Sustainability Status will provide additional points on grant applications to HUD through the process outlined in Attachment A.
  9. Any notice under this MOU shall be in writing and either personally delivered or sent by First Class U.S. Mail, postage pre-paid, addressed as follows:

**SACOG:**  
Mike McKeever  
Chief Executive Officer

Sacramento Area Council of Governments  
1415 L Street, Suite 300  
Sacramento, CA 95814

10. The persons signing on behalf of the Parties to this MOU each warrant they have the legal authority to execute this MOU.
11. This MOU may be signed in one or more counterparts, each of which will constitute an original and all of which taken together shall constitute one and the same instrument.

**MEMORANDUM OF UNDERSTANDING  
FOR THE PURPOSE OF CREATING A CONSORTIUM  
TO DEVELOP A REGIONAL PLAN FOR SUSTAINABLE DEVELOPMENT**

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Mike McKeever, Chief Executive Officer  
SACOG

**MEMORANDUM OF UNDERSTANDING  
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Robert Richardson, City Manager  
City of Auburn

**MEMORANDUM OF UNDERSTANDING  
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Henry Tingle, City Manager  
City of Citrus Heights

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Bruce Kranz, City Manager  
City of Colfax

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Paul Navazio, Interim City Manager  
City of Davis

**MEMORANDUM OF UNDERSTANDING  
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Laura Gill, City Manager  
City of Elk Grove

**MEMORANDUM OF UNDERSTANDING  
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Kerry Miller, City Manager  
City of Folsom

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Jason Behrmann, City Manager  
City of Galt

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Bruce Pope, City Manager  
City of Isleton

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Jim Estep, City Manager  
City of Lincoln

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Jim Goodwin, City Manager  
City of Live Oak

**MEMORANDUM OF UNDERSTANDING  
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Perry Beck, Town Manager  
Town of Loomis

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Steve Casey, City Manager  
City of Marysville

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M. Cleve Morris, City Manager  
City of Placerville

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Ted Gaebler, City Manager  
City of Rancho Cordova

**MEMORANDUM OF UNDERSTANDING  
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Ricky A. Horst, City Manager  
City of Rocklin

**MEMORANDUM OF UNDERSTANDING  
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Ray Kerridge, City Manager  
City of Roseville

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Bill Edgar, Interim City Manager  
City of Sacramento

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Toby Ross, City Manager  
City of West Sacramento

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Stephen L. Wright, City Manager  
City of Wheatland

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John W. Donlevy, City Manager  
City of Winters

**MEMORANDUM OF UNDERSTANDING  
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Mark Deven, City Manager  
City of Woodland

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Steven R. Jepsen, City Manager  
City of Yuba City

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Terri Daly, Chief Administrative Officer  
County of El Dorado

**MEMORANDUM OF UNDERSTANDING  
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Thomas M. Miller, County Executive  
County of Placer

**MEMORANDUM OF UNDERSTANDING  
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Steven C. Szalay, Interim County Executive  
County of Sacramento

**MEMORANDUM OF UNDERSTANDING  
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Stephanie Larsen, County Administrator  
County of Sutter

**MEMORANDUM OF UNDERSTANDING  
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Patrick S. Blacklock, County Administrator  
County of Yolo

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Robert Bendorf, County Administrator  
County of Yuba

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LaShelle Dozier, Executive Director  
Sacramento Housing & Redevelopment Agency

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John Woodling, Executive Director  
Regional Water Authority

**MEMORANDUM OF UNDERSTANDING  
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Kathleen P. Nolan, J.D., Associate Director  
Sponsored Programs, University of California

**MEMORANDUM OF UNDERSTANDING  
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Patrick Phillips, CEO  
Urban Land Institute

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Bill Mueller, CEO  
Valley Vision



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Stacey McKinley, Principal  
The McKinley Group

## **Attachment “A”: Consortium Responsibilities and Governance**

1. For the purposes of the U.S. Department of Housing and Urban Development (“HUD”) Fiscal Year 2010 Sustainable Communities Regional Planning Grant Program (“Program”), SACOG shall serve as the project manager. As the project manager, SACOG shall execute the cooperative agreement with HUD and assume administrative and fiscal responsibility for the grant on behalf of the Consortium in compliance with all HUD and Program requirements. SACOG will serve as the project manager and lead agency working through our Board of Directors and Board Committee Structure to guide policy development.
2. Parties shall, to the extent practicable, participate in SACOG’s Scope of Work for the Sustainable Community Planning Grant Program, whose terms are incorporated in full by this reference.
3. SACOG shall act in a representative capacity with HUD on behalf of all Parties and assume administrative and fiscal responsibility for ensuring that the Consortium’s Program is carried out in compliance with all HUD requirements. In this role, SACOG shall seek to evolve the Consortium role as an advisory group on regional housing and transportation plans and make all Consortium members aware of the HUD Code of Conduct.
4. To the extent practicable, the Joint Powers Agreement for the Sacramento Area Council of Governments, effective July 2003 (“SACOG Agreement”), and the Rules for the Sacramento Area Council of Governments, effective July 2005 (“SACOG Rules”), will serve as the governance structure for the Consortium. The SACOG Agreement and SACOG Rules provide for a formal, voting role for each County and each City as Members of SACOG and also an active role for the Consortium Steering Committee established in Section 2 of the MOU, which will report to and coordinate with the SACOG Board of Directors and its Committees. Further, the Consortium Steering Committee and members attending Consortium meetings will coordinate their activities related to the Regional Plan for Sustainable Development (RPSD) with SACOG’s community outreach and citizen participation activities, including those set forth in SACOG’s Public Participation Plan, amended and adopted by the SACOG Board of Directors in January 2009, and incorporated in full by this reference. SACOG’s Public Participation Plan outlines specific procedures for consultation and public participation. The Public Participation Plan includes evaluation procedures that measure the effectiveness of SACOG’s outreach and involvement efforts and ensures there is adequate effort made to include the traditionally under-served and under-represented in the planning process, including coordination and consultation with Native American tribal governments. Throughout the project, SACOG shall maintain a public engagement schedule with public meetings of the Consortium at least every other month.
5. The Consortium Steering Committee shall develop recommendations for SACOG staff to present to the SACOG Board of Directors through the working groups and open meetings of the full Consortium. In the event SACOG staff does not support a recommendation of the Steering Committee, the Steering Committee will have the opportunity to present the recommendation to the SACOG Board of Directors. Each Party will notify the other Parties promptly of any matters that may cause disputes arising out of their respective rights and obligations under this MOU and

will make every reasonable effort to settle such disputes by prompt and diligent discussions and negotiations. If the Parties are unable to resolve the dispute through discussion and negotiation, the dispute will be sent to mediation administered by a mediator acceptable to the involved Parties prior to the initiation of any legal action. All expenses of the mediation will be borne by the involved Parties equally; however, each Party will bear the expense of its own legal counsel, and any experts or witnesses, as well as the expense of preparation and presentation of proofs in the mediation.

6. All applicants from eligible programs in SACOG's six-county region may request Preferred Sustainability Status to receive extra points on applications for HUD competitive grant programs starting in federal FY 2011-12. The SACOG Board of Directors shall determine a process to recommend Preferred Sustainability Status following staff consultation with the Consortium Steering Committee. Applicants must submit their request for Preferred Sustainability Status and application to SACOG staff for review by the Consortium Steering Committee at least 40 days before the application is to be filed with HUD.



## **ATTACHMENT B HUD SUBGRANTEE SCOPES OF WORK**

### **VALLEY VISION**

This work plan outlines tasks supporting the Sustainable Communities Planning Grant Project. The intent of this work is to draw upon the experience of Valley Vision staff who has worked convening interest groups in the areas of health access, economic development, and green business development, to further the work on SACOG's Sustainable Community Strategy ("SCS"). Valley Vision ("Contractor") shall perform the following tasks and produce the following deliverables:

#### **TASK 1 – Inform the Consortium**

Purpose: To inform Sacramento Regional Consortium members on policy development and technical information collected through Valley Vision's work with stakeholders throughout the Sacramento Region.

Task 1.1 - Provide technical information from the Community Health Access Project, Community Health Needs Assessment, and Green Capital Alliance to SACOG staff and the UC Davis Center for Regional Change for use in developing equity rating factors.

Task 1.2 – Draft a working paper on economic development activities and planning in the SACOG region, including key organizations, planning efforts, challenges, opportunities, and how economic development efforts may be linked with TPA and sustainable communities planning. Present key findings to the Sacramento Regional Consortium

##### **Deliverable 1 (April 2011):**

Draft Working Paper with SACOG review and input, presentation to Consortium, and final Working paper.

#### **TASK 2 – Assist with Convening Key Stakeholders related to Economic Development**

Purpose: To assist SACOG with convening and promoting interest group involvement in the Sustainable Communities Strategy from key stakeholders in the areas of Economic Development, Education and Green Business Development.

Task 2 Engage stakeholders on economic development issues and TPA/sustainable communities planning through facilitating an economic development working group, and engaging local government economic development agencies, local chambers of commerce, business improvement districts, regional chambers and trade organizations, workforce development agencies, and post-secondary education institutions to:

2.1. Develop filters to help assess and select four to five Transit Priority Areas for environmental review in the MTP/SCS EIR and implementation action plans.

##### **Deliverable 2.1. (May 2011)**

Notes from economic development working group meeting(s) and discussions with key economic development stakeholders; recommended filters for TPA selection process.

2.2. Assess the selected TPAs for economic development opportunities, participate in action plan development for the selected TPAs, and build a base of support for integrating economic development into TPA action plans.

**Deliverable 2.2. (October 2011)**

List of economic development stakeholders engaged in TPA assessment and community workshops; Written assessment of TPAs and recommendations for economic development efforts to integrate into each TPA action plan.

2.3. Assess plans and planning efforts to promote sustainable economic growth and development within the region, participate in development of the Regional Plan for Sustainable Development (RPSD), and make recommendations for coordinating and improving linkages between economic development and other planning in the region.

**Deliverable 2.3. (December 2011)**

Draft Working Paper with SACOG review and input and final Working Paper on recommendations for Sustainable Economic Development planning and the RPSD within the SACOG Region.

**TASK 3 – Assist Development of Planning Consideration for Healthy Communities**

Task 3 - Work with SACOG staff to convene health providers, health non-profits, and health and human services agencies to consider issues of the region’s aging population, TPAs, program and facility planning and siting, transportation planning and access to services for low-income and transit-dependent populations, and policies to promote the development of healthy communities within the region as a part of the Regional Plan for Sustainable Development.

**Deliverable 3 (March 2012):**

Draft Working Paper with SACOG review and input and final Working Paper on the outcomes from convenings, developing recommendations for Sustainable Healthy Communities Development within the SACOG Region.

**TASK 4 – Assist with Project Direction and Follow-Up**

Task 4.1 - Participate in project Steering Committee meetings, Consortium meetings, TPA Key Advisory Team on TPA selection, and regular check-ins with SACOG staff on contract work and deliverables.

Task 4.2 – Assist SACOG with strategy for carrying on plans and continuity of partnerships following project conclusion.

**UNIVERSITY CALIFORNIA DAVIS CENTER FOR REGIONAL CHANGE**

This Scope of Work describes the ways in which the UC Davis Center for Regional Change (“CRC” or “Contractor”) will assist SACOG and other project partners in incorporating social equity metrics and on-going evaluation processes into the Sustainable Communities Planning Grant Project, including the Sustainable Communities Strategy (“SCS”) and the Metropolitan Transportation Plan (“MTP”) Update.

CRC shall perform the following tasks and produce the following deliverables:

**Task 1 - Develop Regional Equity Indicators with Consortium Stakeholders**

**Purpose:** The development of these indicators will support the Environmental Justice Analysis included in the MTP/SCS, and the screening of the Transit Priority Areas (“TPAs”) to determine which are most ready for enhanced environmental review based on social equity analysis developed by CRC.

**Task 1.1** – The CRC will review all applicable SACOG and Valley Vision databases including SACOG’s Regional Opportunities Database and new information from the Census American Community Survey 2005-2009 to update CRC social equity indicators where appropriate. CRC will offer edits and updates to Regional Opportunities Database where needed.

**Task 1.2** - The CRC will review its updated set of social equity indicators with stakeholders from the Sacramento Regional Consortium. The set of indicators will include spatial analysis tools (e.g., from Healthy Youth/ Healthy Regions, the San Joaquin Valley Cumulative Health Impact Project) to develop a set of multi-indicator indices that can be used to identify high vulnerability populations, spatial concentrations of hazards and risk factors, and access to regional opportunities.

**Task 1.3** - Work with SACOG staff and stakeholders in the Sacramento Regional Consortium to develop a Social Vulnerability Index, a Cumulative Environmental Health Impacts, a Youth Vulnerability Index, and an Economic and Health Opportunity Index. The adaptation will include new information from Census American Community Survey 2005-2009 and all applicable SACOG and Valley Vision databases including SACOG’s Regional Opportunities GIS Database.

The process of identifying the appropriate social equity indicators will be done through meetings of working groups of stakeholders drawn from the Sacramento Regional Consortium Outreach Program. These working groups will review CRC’s existing indices and the information available to expand the equity analysis to include the goals embraced by HUD’s Livability Principles.

**Task 1.4** - Participate and advise in the development of the Jobs-Housing Fit Tool. The development of this tool will be done with advisors from a statewide working group advising the California Air Resources Board Regional Targets Advisory Committee on the best practices to implement Senate Bill 375. CRC will review the tool for consistency with updated social equity indicators.

**Deliverable 1 (May 2011):**

Written report on the development of a Social Vulnerability Index, a Cumulative Environmental Health Impacts, a Youth Vulnerability Index, and an Economic and Health Opportunity Index and the analysis used to expand these tools for use in this project. Include documentation of public participation, including individuals, community organizations, advocacy groups consulted in the development and adaptation of the indices. Provide comparative analysis of demographic of participation to regional population demographic profile

**Task 2 - Conduct a Social Equity Analysis**

**Purpose:** This work will incorporate the social equity and analysis into the MTP/SCS and serve as an example for how analyses like these can be used to enhance integrated sustainability planning. All indices described in Task 1 will specify the distribution of opportunities and vulnerabilities across the range of

places (neighborhoods, communities, in urban, suburban and rural places) and range of populations (identified by race, ethnicity, socio-economic status, education, age, and other salient factors).

**Task 2.1** - CRC will use the tools described in Task 1 to develop a basic social equity and environmental justice GIS for the region's Sustainable Community Strategy. CRC will work with SACOG staff to incorporate this data into SACOG's analysis for the MTP/SCS. The equity analysis will be an iterative process presented during at least two working group meetings of the Sacramento Regional Consortium and two meetings of SACOG's Advisory Committees (e.g. Planners Committee, Regional Planning Partnership, and Bicycle & Pedestrian Advisory Committees).

**Task 2.2** - The analysis using these GIS systems will contribute, in collaboration with SACOG, ULI and other partners, to the process of categorizing Transit Priority Areas into phasing priorities by mapping the populations and places of high vulnerability. This will include those places with low access to opportunities needed for a healthy and prosperous life (e.g., transit, healthy food, and medical services, places to recreate and exercise, quality jobs, schools), high clustering of social vulnerability risk factors (e.g., age, poverty, linguistic isolation, race/ethnicity), and high vulnerability to negative impacts of planning decisions and regional change patterns (e.g., gentrification and displacement)—but also with substantial potential to benefit from targeted new investments.

**Deliverable 2 (June 2011):**

Written report on Regional Equity Analysis applied to SACOG's Sustainable Community Strategy

**Task 3 - Develop Long-term Social Equity Performance Tracking Framework**

**Purpose:** This task will develop an ongoing social equity measurement system to track performance as SACOG's SCS/MTP is implemented. CRC will incorporate the social equity analysis to inform the development of regional performance measures to track regional progress on MTP/SCS and livability outcome goals, including progress in TPAs in regard to housing development, investment, and access to affordable housing.

**Task 3.1** - Design performance measures to use available information collection through SACOG's Planning Process. The long term tracking may include recommendations for future studies to collect information related to equity. CRC will work closely with SACOG staff to incorporate improved social equity analysis in their modeling efforts in this project.

**Deliverable 3 (December 2011):**

Working Memo on Recommendations for Tracking Performance Measures.

**Task 4 - Advise Sacramento Regional Consortium throughout the Sustainable Community Planning Grant Process**

**Purpose:** This task will advise SACOG and members of the Sacramento Regional Consortium throughout the course of the Sustainable Communities Planning Grant Project.

**Task 4.1** - CRC staff will participate on the Sacramento Regional Consortium Steering Committee guiding the development of the Sustainable Communities Grant Project. As a participating agency on the Steering Committee, CRC staff will advise the work program in the following areas:

- Contribute to analysis of regional employment challenges and opportunities –  
The CRC will contribute to the assessment of regional employment and economic opportunities (e.g., employment centers, redevelopment districts, types and wages of jobs available, employment levels of current residents). Regional employment trends will also be inventoried to identify both challenges and opportunities for expanding higher wage jobs in the TPAs.
- Consult on the process to select TPA sites -  
The social equity analysis will be the basis for the CRC’s consultation with ULI and SACOG on the process to identify potential Transit Priority Areas. The CRC will use the social equity analysis to inform the selection process with background materials and resources.
- Consult on incorporating social equity into visualization tools for public input on land use modeling -  
The CRC will consult with SACOG staff on how to incorporate social equity factors into the visualization package for land use modeling to help explore what a high social equity neighborhood could look like and the social equity implications of various land use scenarios. Example factors could include the incorporation of affordable housing, proximity of such housing to the relevant services and opportunities, and diversity of population (by age, race, and/or ethnicity).
- Contribute to Development of Implementation Action Plans for Priority Areas -  
The CRC will contribute the results of the social equity analysis to the development of implementation plans for the Transit Priority Areas targeted for priority implementation projects. This work will be done in collaboration with community and regional partners. The CRC will also collaborate with the community-based organizations to help ensure that the collaborative workshops are representative of the diverse communities and interests of the region.
- Active participation on the project consortium governance structure -  
The CRC will play an active role on the project consortium governance structure, contributing its expertise in social and regional equity, its relationships within the regional equity networks in the local area and nationally, and its capacities in action research. On the latter point, the CRC will publish at least one Working Paper through its publication series, documenting the process and outcomes of incorporating social equity into the Sustainable Communities Strategy.

**Deliverable 4 (June 2012):**

Memo consolidating recommendations developed throughout the project. Working Paper documenting the process and outcomes of incorporating social equity into the Sustainable Communities Strategy.

**SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY**

This scope of work outlines tasks to develop an Analysis to Impediments and a Regional Housing Plan in support of the HUD Grant Consortium’s Regional Plan for Sustainable Development. The intent of the work is to provide an overall assessment of the existing regional patterns of investment in affordable

housing, and to identify and better connect regional and local housing strategies which could assist the region in providing accessible and affordable housing in Transit Priority Areas (TPA) and Opportunity Areas.

Contractor SHRA shall perform the following tasks, including related deliverables, in accordance with the specified timeline and budget per task.

### **TASK 1. ASSESS EXISTING CONDITIONS**

**Purpose:** To better inform investment strategies for equitable housing development in high opportunity communities; to develop a visual template for future tracking of the region's activities; and to correlate information with transit priority areas, high employment areas, and opportunity areas to determine trends and identify strategies for focus.

Assess existing conditions, trends and barriers to equitable housing including analyzing the past patterns of affordable housing production and investments made within the region and their relation to transit, employment opportunity areas and other equity metrics.

To the extent feasible, gather, map and analyze available data on affordable rental housing production in the region including type, income mix, residency, length of affordability.

Gather, map and analyze data on local, state and federal affordable housing investments in the region over the last 5 years.

Gather, analyze and map data on region's public housing investments and Housing Choice Vouchers (HCV) concentrations.

Gather, analyze and map data from Dataquick and other sources information regarding foreclosure trends to determine community stability issues and market condition assessments.

#### **Inputs from SACOG:**

- Transit priority areas designations
- Housing Production data 2000 through 2009
- Employment areas
- Opportunity areas
- General housing production and housing trends including market analysis

#### **Deliverable 1: (June 2011)**

Memo discussing affordable housing produced in relation to overall production; location analysis; view of housing investment concentrations in the region; recommendations for on-going collection and use of data. Maps and data files supporting the paper are included in the deliverable.

### **TASK 2. INVENTORY HOUSING POLICIES**

**Purpose:** To understand policies and strategies that guide affordable housing investments in the region, particularly rental housing investment and determine consistency with TPA strategies and approaches; determine any federal or local barriers to equitable housing in TPA areas.

Work with the state and local jurisdictions to inventory local housing policies and federal, state, and local funding priorities identified in but not limited to housing elements, Public Housing Authority (PHA) five-year plans, consolidated plans, state's low-income housing tax credit and mortgage revenue bond allocation programs, local redevelopment implementation plans, inclusionary housing programs and housing trust fund programs. This analysis will be regional, but will describe TPA conditions specifically to support the assessment of existing conditions.

Create an index of current local housing programs through a survey instrument, web page review and/or jurisdiction interviews within the region analyzing specifically: Inclusionary housing policies; Linkage fees; Homebuyer programs; Multifamily Lending Programs; and other housing programs as identified.

Review for broad State policies contained in Low Income Tax credit and Mortgage Revenue Bond program regarding allocation of state resources for affordable housing development.

Review housing investment strategies of PHAs and Redevelopment Agencies starting with the largest entities and to the extent possible mostly within the region.

**Inputs from SACOG:**

- Draft Regional Housing Needs Assessment (RHNA) methodology available in October 2011.

**Deliverable 2:** (December 2011)

Memo analyzing policy and programmatic consistencies and differences between jurisdictions and/or the State investment of housing resources in TPA and high opportunity areas.

**TASK 3. REGIONAL ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING**

**Purpose:** Provide information necessary to inform local investment strategies to provide access to equitable and fair housing. Emphasis of the work is on implementable strategies to encourage fair housing in TPAs and high opportunity communities.

Conduct a regional analysis of impediments (AI) to fair housing choice in coordination with the region's PHAs by gathering information that may be available in current AIs, housing elements, PHA plans, consolidated plans, Continuum of Care, redevelopment implementation plans and other information pertinent to fair housing concerns.

Review and inventory existing AI's in the region including the State.

Review and inventory jurisdictions' compliance with housing element zoning law through Housing & Community Development (HCD) certifications and issue letters and identify any fair housing issues noted by HCD.

Seek information from real estate trade organizations including Sacramento Area Association of Realtors, Building Industry Association, Rental Housing Partnership and lending community, Community Reinvestment Act (CRA), and others on fair housing issues.

Use information collected in Tasks 1, 2, and 3 to analyze issues related to impediments to fair housing.

Apply information gathered through this work to assess barriers to affordable housing, including special needs population.

**Inputs from SACOG**

- RHNA methodology available in October 2011
- Jobs-Housing Fit analysis
- Economic modeling
- Demographic trends
- Special needs analysis

**Deliverable 3:** (December 2011)

Memo documenting the Regional Analysis to Impediments to fair and equitable housing, focusing on access to TPA and high opportunity areas.

**TASK 4. ENHANCED REGIONAL HOUSING NEEDS PLAN (RHNP)**

**Purpose:** To create a consolidated and comprehensive view of the region's local housing plans; identify trends and set performance measures for creation, preservation and investment of affordable housing in TPA areas; identify opportunities for strategic funding alignment at federal, state and local level; and enhance coordination of housing services and programs.

In addition to the updated RHNA methodology that will be adopted by the SACOG Board and applied in early 2012, recommendations will be made on how each of the region's local housing plans can continue to create and preserve permanent affordable housing. Of particular focus will be policy, programmatic and funding strategies for addressing impediments to equity and fair housing; housing persons with disabilities and special needs; and access to equitable housing in TPA, employment and high opportunity areas. Plan outcomes would also include improved regional measurements on progress regarding the creation or preservation of a reasonable share of affordable housing in high opportunity neighborhoods.

**TASK 4.1.** Establish a working group which includes PHAs, jurisdiction planners, and housing providers/advocates to provide input on development of regional plan using data analysis from Phases 1-4 and the RHNA process. The working group shall:

Consider opportunities for coordination or collaboration where feasible including sharing of data, alignment of resources, and service consolidations if possible; and

Consider pilot initiatives which might further the effort to build in TPAs.

**TASK 4.2.** Develop consistent performance tracking mechanisms.

**TASK 4.3.** Develop recommended data sharing opportunities.

**TASK 4.4.** Regular communications and forums for regional housing issues involving interested parties including PHAs, redevelopment agencies, and continuums of care.

**TASK 4.5.** Prepare a regional housing plan framework that could be supported and adopted by the SACOG region which includes the elements listed above.

### **Input from SACOG**

- RHNA methodology available in October 2011
- Priority TPAs

**Deliverable:** (June 2012)

Comprehensive regional housing plan that reflects strategies to address housing needs as identified in jurisdictions housing plans and the AI.

## **URBAN LAND INSTITUTE DIRECT COSTS WORK SCOPE**

This work supports the development of SACOG's Sustainable Communities Strategy (SCS) and environmental review of that strategy included in the Metropolitan Transportation Plan (MTP). Under California's Senate Bill 375, SACOG's MTP/SCS will include enhanced analysis of areas with future access to high quality transit (in SACOG's 2011 MTP). This scope of work describes Contractor ULI's participation, management, and documentation of the development potential of the transit priority areas.

Tasks to be performed by ULI staff:

### **Task 1 – Attend Monthly Steering Committee meetings**

Purpose: A ULI staff person from the local ULI District Council will attend monthly Steering Committee meetings to take minutes and to ensure ULI is aware of what events and activities will be taking place and provide feedback on its volunteer efforts as appropriate.

Task 1.1 – Provide brief minutes of the Steering Committee meetings to the ULI Task Force and Advisory Board on matters that relate to ULI, and copy the SACOG Project Manager.

Deliverable 1 (Begin April 2011 through the Case Study report)

Brief Minutes of Steering Committee Meeting.

### **Task 2 – Attend Monthly Consortium meetings**

Purpose: A ULI staff person from the local ULI District Council will attend monthly Consortium meetings to take minutes and to ensure ULI is aware of what events and activities will be taking place and provide feedback on its volunteer efforts as appropriate.

Task 2.1 – Provide brief minutes of the Consortium meetings to the ULI Task Force and Advisory Board on matters that relate to ULI, and copy the SACOG Project Manager.

Deliverable 2 (begin April 2011 through the Case Study report)

Brief minutes of Consortium meetings.

### **Task 3 – Prepare a list of time and expenses allocated by the ULI staff and volunteers on a monthly basis as well as any sub-consultants to ULI**

Purpose: This task will monitor the progress of ULI's efforts to support the development of the SCS and transit priority areas, to ensure proper accounting of time.

Task 3.1 – The ULI local staff person will provide SACOG and ULI National staff with a summary of time and materials as it relates to staff time allocated on a monthly basis; volunteer time that will not be compensated through this contract, and that of any paid sub-consultants engaged by ULI to assist in the conduct of its work.

Deliverable 3 (Begin April 2011 through the Case Study report):  
Time and materials cost summary.

**Task 4 –Attend Public Workshops where Action Plans are being created around four transit priority areas.**

Purpose: ULI local staff will attend the workshops to assist with ULI member volunteer activities and record the outcomes.

Task 4.1 – Provide a brief set of workshop minutes that relate to ULI efforts and provide those to the ULI Task Force, Advisory Board and SACOG.

Deliverable 4 (Begin September 2011)  
Meeting minutes of the workshops.

**Task 5 –Publish a Case Study on the Sacramento Region’s Sustainable Community Planning Grant Project**

Purpose: This task documents the process used to examine SACOG’s MTP 2011 Transit Priority Area for sites that are ready for development and can enhance regional equity. This case study will be used as a national example of how the Sustainable Community Planning Grant Project can work in California. The focus of this study will be on development potential and development strategy given the expertise of the ULI member volunteers. ULI can incorporate material from other consortium members as it relates to the Case Study but is not responsible for the accuracy of the information. This task will be monitored by the ULI local staff person and undertaken by a sub-consultant to ULI to desk-top publish and produce the Case Study.

Task 5.1 – Develop the working memos and paper from previous tasks in this work scope into a published document. ULI will prepare one Draft document to be reviewed by members of the Consortium prior to finalizing the Case Study. ULI will print one hard copy for each Consortium firm member. ULI will deliver an electronic copy of the Case Study to SACOG.

Deliverable 5 (May 2012 target)  
ULI Case Study on the Sacramento Regional Consortium’s Sustainable Community Planning Grant Program

All deliverables will be subject to review and comment by SACOG before final acceptance.

**URBAN LAND INSTITUTE MEMBER ASSISTANCE WORK SCOPE**

This work supports the development of SACOG’s Sustainable Communities Strategy (SCS) and environmental review of that strategy included in the Metropolitan Transportation Plan (MTP). Under California’s Senate Bill 375, SACOG’s will include enhanced analysis of areas with future access to high quality transit in SACOG’s 2011 MTP. This work program provides analysis of the development potential of the transit priority areas.

## **Task 1 – Review of Tools and Stakeholders planned for screening of the Transit Priority Area**

Purpose: This task assists SACOG in expanding the stakeholders and the tools that will be used to review and prioritize SACOG’s 2011 MTP Transit Priority Area.

Task 1.1 – Review the list of stakeholders developed by the Sacramento Regional Consortium Steering Committee and make recommendations on additional stakeholders to advise specifically on issues of urban redevelopment.

Task 1.2 – Review SACOG’s tools and Center for Regional Change’s regional equity indicators and make recommendations for any additional information needed or conversely recommend indicators to eliminate to analyze and prioritize the 2011 MTP Transit Priority Areas for development potential over the 24 year life of the plan. ULI understands that the indicators developed can be very data intensive; ULI review must rely on no additional data collection in support of the indicators, but only providing ULI professional opinion on how the information might affect land use decision-making.

### Deliverable 1 (June 2011 target):

Working memo with recommendations for changes to the tools, additions to stakeholder group, and indicators that we feel are most important to be used in the review of the 2011 MTP Transit Priority Area.

## **Task 2 – Develop Screening Process Key Advisors and Community Outreach Key Advisors to Rank the MTP 2011 Transit Priority Areas and review process.**

Purpose: This task develops the key advisors and reviews the process to evaluate the development potential of sites within 2011 MTP Transit Priority Area.

Task 2.1 – Review membership of SACOG’s Committees and Valley Vision and Consortium Stakeholders and make recommendations for membership on the Screening Process Key Advisory team to evaluate the development potential of the Transit Priority Areas and a Community Outreach Advisory Team on community workshops for the implementation action plans.

Task 2.2 – Participate in meetings of the Sacramento Regional Consortium to develop the screening process to review and prioritize the MTP 2011 Transit Priority Area for development potential. It is understood that the UC Center for Regional Change is responsible for all data collection and analysis of the social equity indicators.

### Deliverable 2 (July 2011 target):

Working memo with recommendations on the Key Advisory Teams, the transit priority area screening process and related outreach activities.

## **Task 3 – Screening Process and Public Meetings**

Purpose: This task screens the Transit Priority Areas for at least four areas with near-term development potential and the potential to enhance social equity as specified by Regional Equity Indicators developed by UC Davis Center for Regional Change. Again, it is understood that ULI will focus on the development potential and not attempt to collect data or perform detailed analysis of the Regional Equity Indicators.

Task 3.1 – Assist SACOG with the screening process of the transit priority areas (TPAs) with the Key Advisory Team. The screening process will use the tools reviewed in Task 1 and process recommended in Task 2.

Task 3.2 – Assist the Outreach Key Advisory Team in presenting the screening process and the results in at least two but not more than three public meetings.

Task 3.3 – Document the screening process as it relates to development potential, and record what is voiced by Consortium and public meeting participants.

Deliverable 3 (August 2011 target):

Working paper on the Screening Process and Meetings

#### **Task 4 – Assist in Creating Action Plans for at least Four Areas Ranked the Highest through the Screening Process**

Purpose: This task assists in the development of action plans that will assist SACOG member jurisdictions in developing step by step processes to bring development to the four or five highest-ranking areas.

Task 4.1 – Participate in meetings of the Sacramento Regional Consortium to identify the elements needed in the action plans.

Task 4.2 – Assist on meetings with SACOG’s member jurisdictions with potential development areas identified in screening process to gain input and background on elements identified in Task 4.1.

Task 4.3 – Assist with at least eight but no more than nine community workshops organized by SACOG staff to review the outcomes of the TPA selection process and the elements of the action plans. Two meetings are envisioned to outreach to stakeholders in each of the communities selected as priority TPAs.

Deliverable 4 (March 2012):

Working paper on the elements of action plans focused on development potential and development strategy. It is understood that this effort will be part of a larger paper that SACOG or others will produce that summarizes Task 4.

#### **MCKINLEY GROUP**

This work supports natural resources analysis of the Sustainable Communities Strategy and the Metropolitan Transportation Plan (SCS/MTP) Update. Senate Bill 375 requires that SACOG use the best available data to analyze and consider the impacts of its SCS/MTP on a wide variety of resource areas. This work will help align the region’s habitat conservation plans, natural community conservation plans, habitat for species covered by state and federal endangered species acts, agricultural lands, and lands subject to flooding with SACOG’s first Sustainable Communities Strategy.

The McKinley Group (“Contractor”) shall perform the following tasks and produce the following deliverables:

#### **Task 1 - Secure Federal Agency Approval for Final Inventory of Natural Resources**

Purpose: This task will coordinate the continuing work on the U.S. Army Corps of Engineers (USACE) Six-County Aquatic Resources Inventory and conduct pre-consultation meetings for the SCS/MTP Environmental Impact Report (EIR). The Six-County Aquatic Resources Inventory, when complete, will undergo review by the U.S. Environmental Protection Agency and (USEPA) the U.S. Fish and Wildlife Service (USFWS). This task will facilitate the development of joint permitting and review strategies by the three federal agencies with regulatory authority under the Clean Water Act.

Task 1.1 - Consultation with USACE on the integration of the Six-County Aquatic Resources Inventory into the regulatory process and pre-consultation to document interests in advance of the environmental review of the MTP/SCS. Specific attention will be paid to integration with the 404 permitting process, the compensatory mitigation rule, and NPDES/401 programmatic permits.

Task 1.2 – Consultation with USFWS on permitting strategies using the Six-County Aquatic Resources Inventory and USFWS data, including but not limited to, Core Recovery Areas and Critical Habitat. Special attention will be paid to integration with the compensatory mitigation rule and pre-consultation to document interests in advance of the environmental review of the MTP/SCS.

Task 1.3 - Consultation with USEPA. Specific attention will be paid to integration with the 404 and 208 permitting processes, the compensatory mitigation rule, the NPDES/401 permitting process, and pre-consultation to document interests in advance of the environmental review of the MTP/SCS.

Task 1.4 - Consultation with the California Department of Fish and Game. Specific attention will be given to integration of 1602 permitting and pre-consultation to document interests in advance of the environmental review of the MTP/SCS.

Task 1.5 - Consultation with the California State Water Resources Control Board (SWRCB) on the development of the waters of California.

Deliverable 1 (June 2011):

Draft Working Paper for SACOG review and Final Working Paper documenting the Federal and State Permitting Strategies that will use the Six-County Aquatic Resources Inventory.

**Task 2 - Assist with Integration between the SCS/ MTP and the region's Habitat Conservation Plans**

Purpose: This task will assist with the development of the MTP Environmental Impact Report (EIR) to ensure that the Habitat Conservation Plans (HCP) and SCS/MTP are consistent and integrated with each other.

Task 2.1 - Meetings with Project Managers for the Placer County Habitat Conservation Plan on the process for their Draft Plan comment period and the impacts that the plan may have on the SCS/MTP process.

Task 2.2 - Meetings with Project Managers for the South Sacramento County Habitat Conservation Plan (SSCHCP) on the next steps for their plan, and the impacts that the SSCHCP may have on the SCS/MTP process. These meetings will explore new initiatives developing through the Bay Delta Conservation Plan process that could impact the SSCHCP and the SCS/MTP process.

Task 2.3 - Meetings with the Yolo County Natural Heritage Program, the Yuba County and Sutter County HCP staff, and SACOG members not covered under these documents, to discuss how the SCS/MTP EIR can support these developing plans.

Task 2.4 - Meetings with HCP project managers to review the USACE Six-County Aquatic Resources Inventory. Meetings will explore how the inventory could impact the permitting strategies under development and explore how the joint permitting process could affect the HCPs.

Deliverable 2a (August 2011):

Draft working memo for SACOG review and final working memo on the links between the SCS/MTPEIR and the HCPs that includes discussion of mitigation measures that could help support both planning efforts.

Deliverable 2b (March 2012):

Draft working memo for SACOG review and final working memo on how the Six County Aquatic Resources Inventory will be used in each of the HCP processes.

### **Task 3 - Review Environmental Analysis for Preferred Alternative, including Mitigation Measures.**

Purpose: This task will assure that the mitigation measures developed for the SCS/MTP do not conflict with the programs proposed in the HCPs.

Task 3.1 - The mitigation measures developed by the team producing the SCS/ MTP EIR will be reviewed against regional and federal priorities to ensure there are no conflicts with planned programs.

Task 3.2 - Meetings with HCP Managers to review proposed mitigation measures.

Task 3.3 - Hold meetings with the Federal and State review agencies to review the mitigation measures before release of the draft environmental document.

Deliverable 3 (November 2011):

Draft working memo for SACOG review and final working memo documenting comments received on the draft mitigation measure.

### **Task 4 - Report on Integration of SCS/MTP with draft CEQ Principles and Guidelines**

Purpose: To continue to work closely with the Presidential Council on Environmental Quality (CEQ) and the principal federal agencies involved in writing the draft CEQ Principles and Guidelines to identify the cross-connections between the draft CEQ Principles and Guidelines, the SCS, and the Interagency Partnership's Livability Principles. The report will serve as a pilot linking the afore-mentioned documents.

Task 4.1 - Meetings with federal agency leads and policy developers with special attention given to CEQ, USACE, USEPA and the U.S. Federal Emergency Management Agency.

Task 4.2 - Prepare a report setting forth interrelationships between the draft CEQ Principles and Guidelines and the SCS/MTP. The report will include recommendations for refinements to the draft CEQ Principles and Guidelines as well as recommendations to the Interagency Partnership

regarding how these natural resources issues might be more fully integrated with the Interagency Partnership.

Deliverable 4 (March 2012):

Draft Report for SACOG review and Final Report on Integration of the SCS/MTP with draft CEQ Principles and Guidelines

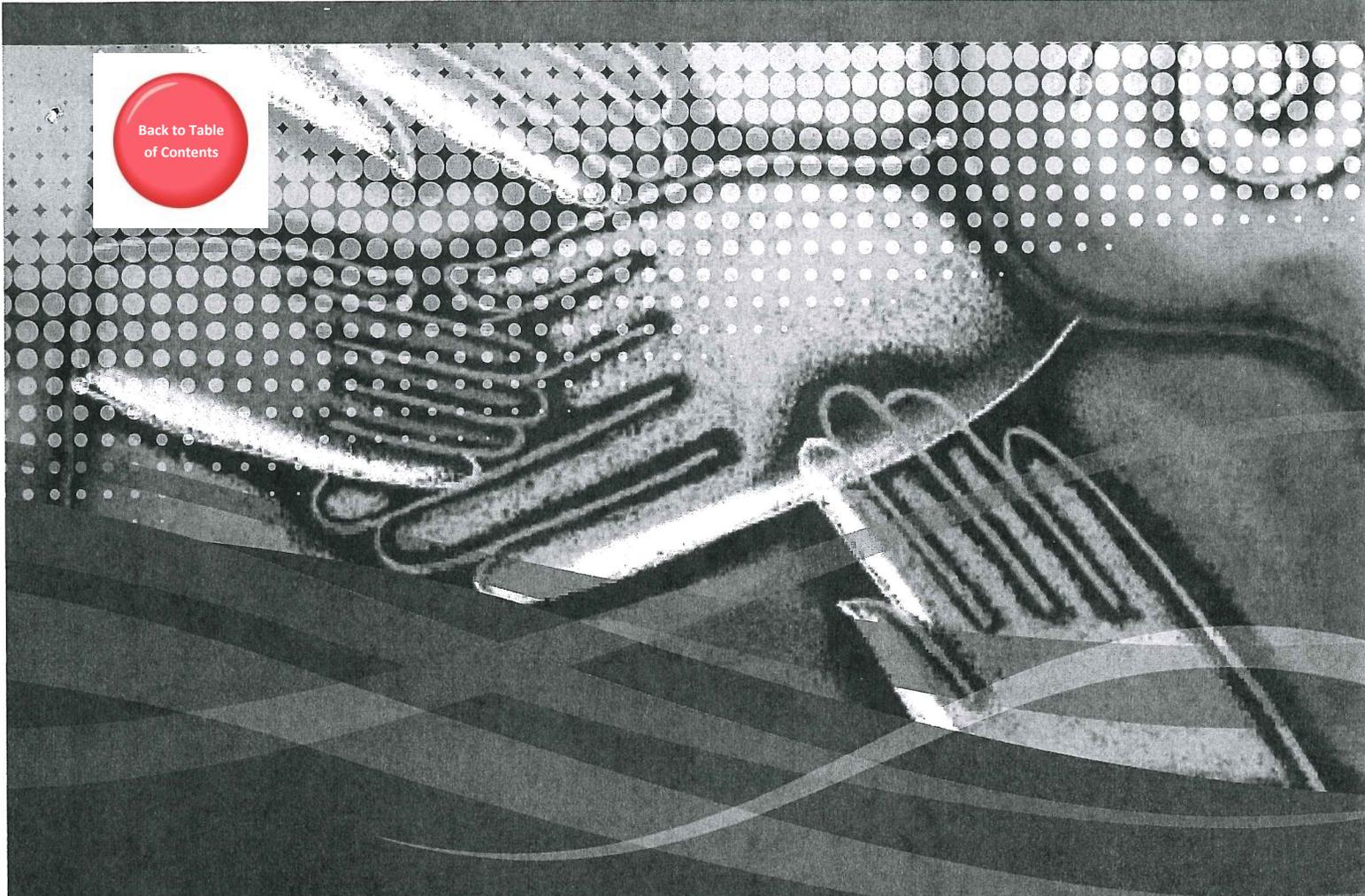
**REGIONAL WATER AUTHORITY**

The Regional Water Authority (RWA) is a joint powers authority formed in 2001 to promote collaboration on water management and water supply reliability programs in the greater Sacramento, Placer, and El Dorado County region.

1. RWA will participate in the development of the Sacramento Regional Consortium and review lists of stakeholders that SACOG invites to participate in the project.
2. RWA will participate in the formation of an Infrastructure Planning Working Group and review lists of stakeholders that SACOG invites to participate in the group.
3. RWA will assist SACOG with the development of agendas for the meetings of the Infrastructure Planning Working Group as the group examines the Transit Priority Area for Infrastructure Capacity
4. RWA will assist SACOG in documenting staff hours spent on this project semi-annually as leverage match for the grant project. SACOG will provide a spreadsheet form for RWA to record staff hours.
5. RWA agrees to notify SACOG at least two weeks and one day in advance of making any written public statements about this project and three working days in advance of making any electronic public statements about this project so that SACOG may meet its contractual responsibilities in notifying HUD.



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# Outreach

PUBLIC PARTICIPATION PLAN



Sacramento Area  
Council of  
Governments

A "HOW TO" GUIDE TO  
EFFECTIVE CIVIC INVOLVEMENT

65 of 182

DRAFT MARCH 2011

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

This Public Participation Plan is designed for SACOG staff, elected officials, and most importantly the public to understand the specific activities SACOG is committed to for different types of plans and projects. State and federal regulations spell out some requirements that must be met, but there are also many optional activities that SACOG regularly performs.

SACOG's public and government affairs staff are available to answer any questions from the public, and work with project managers to develop public participation plans for new projects. For more information contact Rebecca Thornton Sloan, Director of External Affairs & Member Services, at (916) 340-6224 or [rsloan@sacog.org](mailto:rsloan@sacog.org).



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# Section

# 1

## INTRODUCTION

The Sacramento Area Council of Governments has developed this Public Participation Plan (PPP) as a guide to meeting the federal requirements for public involvement outlined in various federal regulations. The PPP is intended to provide direction for public involvement activities to be conducted by SACOG and contains the procedures, strategies and techniques used by SACOG for public involvement. In its public participation process, SACOG will:

- Provide **adequate public notice of public participation activities** and time for public review and comment at key decision points, including but not limited to a reasonable opportunity **to comment on the proposed Metropolitan Transportation Plan (MTP) adoption and the Metropolitan Transportation Improvement Program (MTIP) adoption and amendments**;
- Provide **timely notice** and reasonable access to information about transportation issues and processes;
- Employ **visualization techniques** to describe the MTP and MTIP;
- Make public information (technical information and meeting notices) available in electronically **accessible formats** and means, such as the World Wide Web;
- Hold public **meetings at convenient and accessible locations and times**;

## Public Participation Plan and Process

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*The Sacramento Area Council of Governments (SACOG) is committed to effectively involving the public in its transportation planning and programming activities.*

*The Public Participation Plan was developed with the input and assistance of residents of the Sacramento region as well as professional planning and outreach staff.*

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- Demonstrate **explicit consideration and response to public input** received during the development of the MTP and the MTIP;
- Seek out and **consider the needs of those traditionally underserved** by existing transportation systems, such as low-income and minority communities, who may face challenges accessing employment and other services;
- **Provide additional opportunity for public comment** if the final MTP or MTIP differs significantly from the version that was made available for public comment by SACOG and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts;
- **Coordinate with the statewide transportation planning public involvement** and consultation processes; and
- Periodically **review the effectiveness of the procedures and strategies** contained in this PPP to ensure a full and open participation process.

**This plan has three purposes:**

- 1 **To inform the public** about regional transportation issues;
- 2 **To establish the process** by which the public can express itself;
- 3 **To ensure SACOG's transportation related programs are genuinely reflective** of the region's values as determined through public input.

This PPP was developed with the input and assistance of residents of the Sacramento region as well as professional planning and outreach staff. Several community-based organizations and community leaders representing a broad spectrum of the traditionally underserved and underrepresented in the Sacramento region also participated. The plan also received input from affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties.

## Public Input on the Public Participation Plan

In addition to recommendations received from various organizations and individuals, SACOG held a publicly noticed hearing and made the PPP available for public comment during a 45-day period from February 11, 2011 to March 28, 2011. Notice of the public comment period was sent to appropriate stakeholder organizations, agencies and interested parties, the PPP working group, to those persons and organizations who regularly receive monthly agendas, and also posted on the SACOG website where the draft plan was available for viewing. The plan was made available in alternative formats and languages upon request.

This PPP is designed to assist SACOG staff in implementing an effective public participation process through a variety of strategies. The PPP provides staff with a menu of techniques or activities from which they can tailor their specific plan or program's input process. The methods to be utilized will require a careful analysis of what staff wishes to accomplish as well as the scope of the project.

SACOG's many plans and programs require varying levels of participation from transportation services partners, advocacy interest groups, and members of the general public. Long-term planning processes require different approaches than short-term project development. One size does not fit all. Therefore, SACOG staff will utilize a diverse mix of techniques and activities to ensure full public participation from a wide spectrum of people.

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

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

SACOG is the MPO responsible for developing the state and federally required MTP every four years in coordination with the 22 cities and six counties in the greater Sacramento region. Under memoranda of understanding, long-range transportation plans in El Dorado and Placer Counties are also incorporated into the MTP. The MTP is a plan for transportation improvements in the six county region that covers at least 20 years and is based on the projections for growth in population, housing and jobs.



*Federal laws and regulations guide the public participation efforts of SACOG and ensure that input into various planning and programming activities is received.*

*Federal law requires that disproportionately high and adverse human health or environmental effects on minority and low-income populations be identified and addressed in order to achieve environmental justice.*

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Federal law requires the MTP to conform to air quality goals for the region, satisfy financial constraints (such that all proposed projects can be reasonably funded), and undergo extensive public review. State law further requires the MTP process include environmental analysis and review in accordance with the California Environmental Quality Act (CEQA).

The MTIP is a federally-required programming document. The program includes a listing of all transportation-related projects requiring federal funding or other approval by the federal transportation agencies. The MTIP also lists non-federal, regionally significant projects for information and air quality modeling purposes. The MTIP signifies the start of implementation of the programs and policies approved in the MTP. It is the four year implementation of the MTP. SACOG is required to update the MTIP it per federal law, SACOG updates it every other year.

Several federal and state laws and regulations guide the public participation efforts of SACOG and ensure that input into SACOG's various planning and programming activities is received. They include the following:

### **Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)**

SACOG is the MPO for the six-county Sacramento region. SAFETEA-LU states that the Metropolitan Planning Organization (MPO) shall develop and use a documented participation plan that defines a process for providing residents, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process (Title 23 of the Code of Federal Regulations (CFR) Section 450.316 (a)). [23 CFR §450.316 (a)].

SAFETEA-LU also requires that a minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. (§450.316 (a)(3)).



## **Title VI of the Civil Rights Act of 1964**

Title VI states that “No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” Title VI serves as the legal foundation for what is today referred to as environmental justice.

## **Americans with Disabilities Act**

The Americans with Disabilities Act of 1990 (ADA) stipulates involving the community, particularly those with disabilities in the development and improvement of services. SACOG fully complies with ADA through its ADA plan and policies. Measures such as wheelchair accessibility, elevators with floor numbers posted in Braille, communication devices for hearing-impaired persons such as the California Relay System, and sign-language interpreters are made available for meetings upon request. A telecommunications device for the deaf (TDD) is available to communicate with people who are deaf or have communications impairment over the telephone. The building in which SACOG resides was constructed in 2003 to comply with ADA accessibility standards.

## **Executive Order 12898 — *Federal Actions To Address Environmental Justice in Minority Populations and Low-Income Populations***

Executive Order 12898, “Federal Actions to Address Environmental Justice in Minority Populations and Low Income Populations,” was signed by President Clinton on February 11, 1994. This order requires that disproportionately high and adverse human health or environmental effects on minority and low-income populations be identified and addressed in order to achieve environmental justice. The Order defines minority populations as Black/African-American, Hispanic, Asian/Pacific Islander, American Indian and Alaskan Native. Low-income populations are defined in the Order as persons whose household income (or in the case of a community or group, whose median household income) is at or below the U.S. Department of Health and Human Services poverty guidelines, with those at 80 percent of median income classified as low income and those at 50 percent of median income classified as very-low income.



*Federal law requires the MTP to conform to air quality goals for the region, satisfy financial constraints such that all proposed projects can be reasonably funded, and undergo extensive public review.*

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### **Executive Order 13175 — Consultation and Coordination With Indian Tribal Governments**

Establishes regular and meaningful consultation and collaboration with tribal officials in the development of federal policies that have tribal implications, to strengthen the government-to-government relationships with Indian tribes, and to reduce the imposition of unfunded mandates upon Indian tribes.

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

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

### **Air Quality Implementation Plan — Procedures for interagency consultation, resolution of conflicts, and public consultation (40 CFR §93.105)**

Requires well-defined consultation procedures in the state implementation plan: representatives of the MPOs, state and local air quality planning agencies, state and local transportation agencies, and other organizations with responsibilities for developing, submitting, or implementing provisions of an implementation plan required by the Clean Air Act must consult with each other and with local or regional offices of the United States Environmental Protection Agency (EPA), Federal Highway Administration (FHWA), and Federal Transit Administration (FTA) on the development of the implementation plan, the transportation plan, the transportation improvement program (TIP), and associated conformity determinations.

**Air Quality Implementation Plan** — *Determining conformity of federal actions to state or federal air quality implementation plans; specifically, exempt projects (40 CFR §93.126 and §93.127).*

Defines highway and transit projects that are exempt from the requirement to determine air quality conformity, and which may proceed toward implementation even in the absence of a conforming transportation plan and TIP. These projects would be subject to the conformity requirement if SACOG, in consultation with other agencies who are consulted in the development of the state implementation plan, the EPA, and the FHWA (in the case of a highway project) or the FTA (in the case of a transit project), concur, that they have potentially adverse emissions impacts for any reason.

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

A public involvement process should be developed for individual planning projects based on the following guidelines:

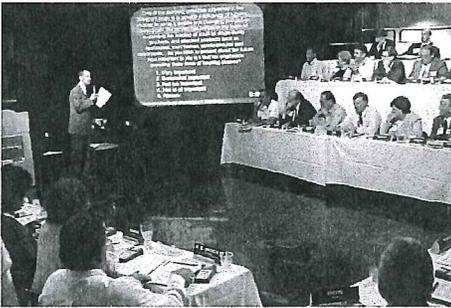
1. A plan should be developed at the **beginning of each planning project**.
2. A plan should be based on **clear goals** and an understanding of the target audience.
3. **All required public participation strategies** (A.1 through A.12) should be utilized unless regulations have changed.
4. **Identify all mailing lists used** and how new mailing lists, if any, were created.
5. **A timeline** for public participation activities should be laid out in relation to the project's milestones.
6. The Public Participation Process should be **reviewed and approved** by the directors and managers, as needed.

*SACOG's many programs require varying levels of participation from transportation services partners, advocacy interest groups, and members of the general public.*



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

The following activities are used by SACOG staff to meet the federal regulations for a proactive public involvement process. SACOG seeks public involvement throughout transportation decision-making, from the earliest planning stages, including the identification of the purpose and need, through the development of the range of potential solutions, to implementation of specific solutions.



*Ensuring a robust public involvement process that includes a diversity of perspectives will help SACOG build a stronger regional understanding of transportation needs to be utilized in the development of the MTP, the MTIP, and other plans and projects.*

Ensuring a robust public involvement process that includes a diversity of perspectives will help SACOG build a stronger regional understanding of transportation needs to be utilized in the development of the plans and projects. Active public involvement provides substantial added value to SACOG in the following ways:

- **Increases public understanding** of a highly complex policy area and facilitates communication among stakeholders and affected public on transportation planning issues and projects;
- **Encourages proactive community involvement** throughout the life of the program or project and builds greater knowledge of the transportation planning process while gathering valuable public input;
- **Allows SACOG to gauge the level of policy, program and project understanding** in the community;
- **Establishes good relationships with underserved groups** who may not feel their interests and concerns are considered in the transportation planning process;
- **Breaks down historical barriers between jurisdictions, neighborhoods, and individuals** by ensuring diverse and representative groups are informing decisions about the region's future;
- **Increases chances of reaching consensus** through education, public dialogue with diverse views, and informed planning processes; and
- **Diffuses potentially controversial issues** by giving all sides accurate information and a central forum to express their views and hear those of others.



# Section 2

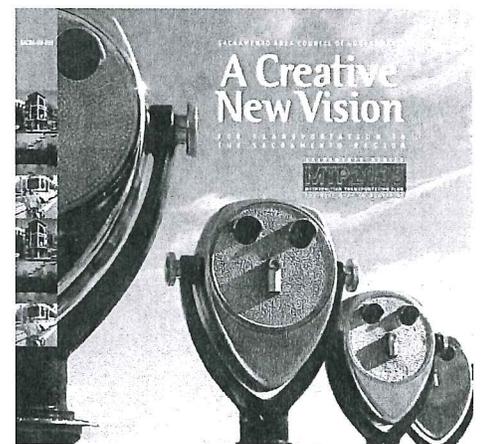
## INTRODUCTION

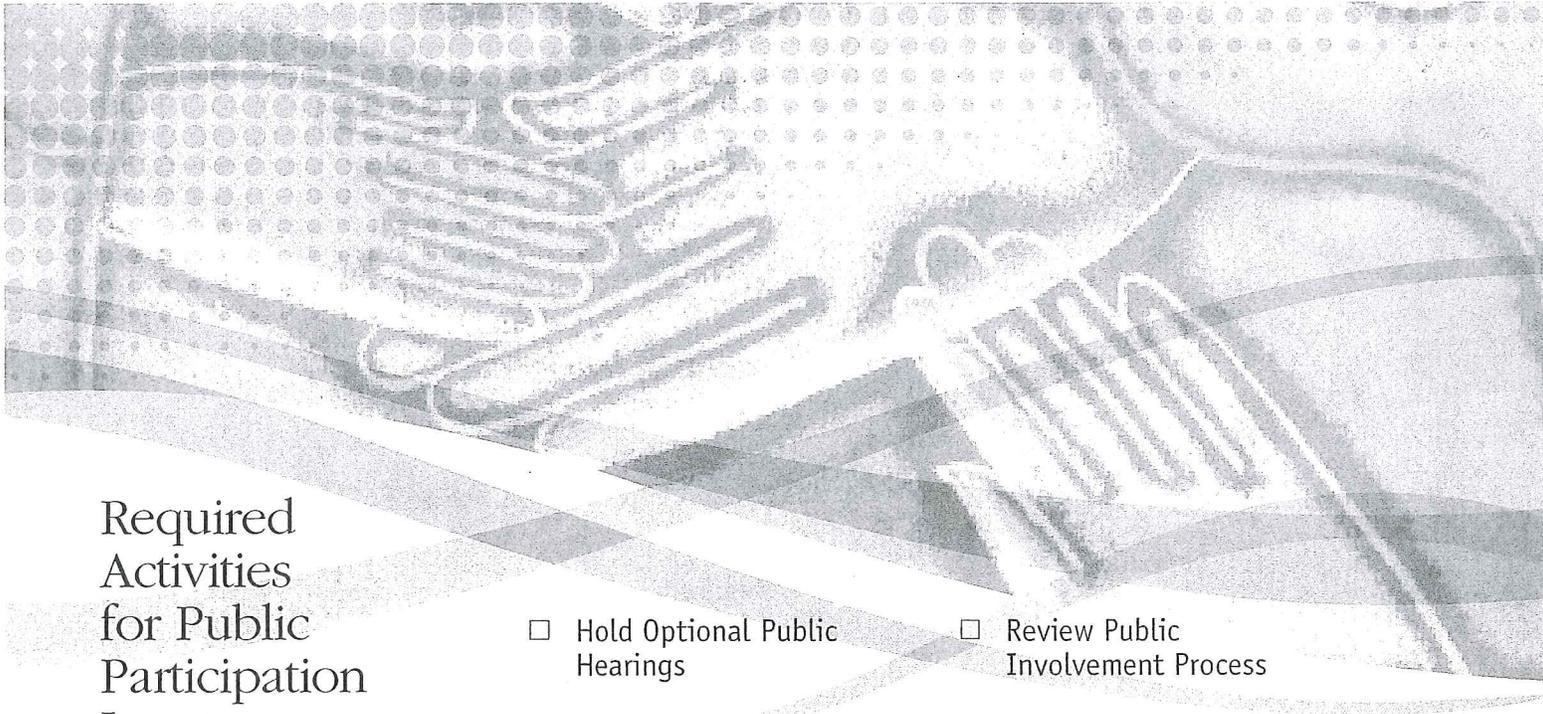
The Sacramento Area Council of Governments (SACOG) is the Metropolitan Planning Organization (MPO) responsible for developing a long-range regional transportation plan, required to cover at least a 20-year planning horizon, which must be updated every four years under federal transportation law. The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

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

## Public Participation Process for the MTP

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## Required Activities for Public Participation Input

- Define Purpose and Objectives for Public Involvement
- Consultation and Coordination with Other Agencies
- Identify Stakeholders and Target Audience
- Hold Optional Public Hearings
- Consult with Advisory Committees
- Provide Visualization Techniques and Public Access to Information
- Distribute Final Documents
- Respond to Public Input
- Review Public Involvement Process
- Comply with The Brown Act
- Comply with the Americans with Disabilities Act
- Inform and Involve Native American Indian Tribal Governments
- Meet Requirements of Executive Order 12898—Environmental Justice

## Optional Activities for Public Participation Input

- Public Meetings, Workshops and Open Houses
- Interactive Resident Planner Workshop
- Special Advisory Committees
- Focus Groups
- Media Strategies
- Newsletters
- Information via Internet
- Speakers' Bureau
- Public Attitude Surveys
- Miscellaneous Activities

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

**Activities A.1 through A.12 are required activities** while activities **B.1 through B.9 are additional activities** that staff can choose from at their discretion based on their specific plans or programs. In addition, the activities are number-coded to correspond throughout the remainder of the plan where they are further defined in detail by specific program in Appendix A.

Activities A.1–A.12 are required activities for public participation for MTP adoption and the accompanying sustainable communities strategies (SCS) and/or alternative planning strategy (APS). Appendix A shows a matrix that provides an overview of how specific SACOG programs, such as long-range transportation plans, transportation programming and air quality conformity analysis, are currently implementing the required and optional participation activities described below.

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

Before initiating a public dialogue on transportation plans, programs, and projects, program managers will clearly define purpose, objectives, and targeted populations for public involvement based on the affected area's demographics.

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

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

In developing the MTP, SACOG will consult with agencies and officials responsible for other planning activities within the region that are affected by transportation (including state and local planned growth, economic development, environmental protection, airport operations, freight movements, congestion management and transportation agencies, and transportation commissions) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, the MTP will be developed with due consideration of other related planning activities within the metropolitan area.



*SACOG will incorporate traditional and grassroots methods for public outreach in an effort to ensure public input and involvement is comprehensive and reflective of the region's demographics.*

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SACOG interagency consultation procedure, as required by 40 CFR §93.105, will be utilized to ensure appropriate consultation with federal, state, and local agencies, resolution of conflicts, and public consultation takes place. SACOG will provide reasonable opportunity for consultation with state air agencies, local air quality and transportation agencies, the United States Department of Transportation (USDOT), and the EPA. In making its conformity determinations on transportation plans, programs, and projects, SACOG will establish a proactive public involvement process which provides opportunity for public review and comment by, at a minimum, providing reasonable public access to technical and policy information considered by the agency at the beginning of the public comment period and prior to taking formal action on a conformity determination for the MTP and MTIP, consistent with these requirements and those of 23 Code of Federal Regulations (CFR) §450.316(a). Any charges imposed for public inspection and copying will be consistent with state and federal guidelines for public records requests.

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

SACOG strongly encourages public involvement from individuals and groups of individuals who reside, have interest, or do business in a given area that may be affected by transportation decisions. They are the following:

- Private and public providers of transportation services, including, but not limited to, the trucking and rail freight industries, rail passenger industry, transit operators, taxi cab operators, ports and airports.
- Specialized transportation service operators, including school buses and social service agencies providing transportation for seniors, and persons with disabilities.
- Those persons who utilize non-motorized modes of transportation such as bicyclists and pedestrians.
- Those persons traditionally underserved by existing transportation systems, such as low-income, minority households, who may face challenges accessing employment and other services. Although these groups may be difficult to reach due to possible communication barriers, they should be explicitly encouraged to participate in the public involvement process.

- Affordable housing advocates, neighborhood groups, environmental advocates, home builder representatives, broad-based business organizations, landowners, commercial property interests and home owner associations.

As appropriate, SACOG will incorporate traditional and grassroots methods for public outreach in an effort to ensure public input and involvement is comprehensive and reflective of the region's demographics. SACOG staff will work in conjunction with member jurisdictions in the SACOG region to coordinate communications and public-involvement efforts with community-based organizations and individuals, including list sharing and developing public-outreach efforts and documents together. SACOG staff is responsible for developing and maintaining a mailing list with names of interested individuals and groups. The mailing list can be sorted by specific categories according to SACOG sub regions.



*A public hearing is a formal way to gather resident comments for public record and input their positions into the decision-making process.*

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

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

1. **Public Notices:** Public notices are used to inform the general public and media of public hearings. SACOG will publish a public hearing notice in a general circulation newspaper and provide media releases to non-English media in the region citing the time, date, and location of the hearing as well as the topics which will be discussed. Public notices will also be sent out to affected individuals and interested parties whose names are in the agency's mailing list, as well as public libraries. SACOG's goal for mailing public hearing notices will be at least fifteen days in advance of the meeting, unless otherwise required by statute. SACOG recognizes that the public notice period is effectively shortened for those who request formatted or translated materials. SACOG's goal for completion of formatted or translated materials is five days from the time the request is received.

Regarding information about the monthly Board meeting, it is SACOG's goal to mail all Board meeting agenda packets to SACOG Directors and their administrative staff seven calendar days prior to the next regular meeting. SACOG will mail an agenda with supporting staff reports to all advisory committee

*The time of the hearing can be critical in determining the success of the public input process. SACOG will hold at least one evening public hearing on the MTP in order to give the public more opportunity to provide their input.*

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members, upon request, agendas will be sent to other public agencies, community gathering places, and to individual members of the public upon request. Agendas will also be posted in the SACOG building as well as on the SACOG website. The Brown Act requires that agendas contain a brief description of each item to be discussed or considered in open or closed session.

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

2. **Public Hearings:** Public hearings will occur during noted SACOG meetings and will be held in accessible buildings as close as possible to public transportation. In addition, the time of the hearing can be critical in determining the success of the public input process. SACOG will hold at least one evening public hearing on the MTP in order to give the public more opportunity to provide their input. For the SCS/APS, SACOG will hold at least three public hearings. To the extent feasible, the hearings shall be in different parts of the region to maximize the opportunity for participation.
3. **Public Workshops:** After receipt of the technical report from the Regional Targets Advisory Committee (RTAC), SACOG shall conduct one public workshop within the region.
4. **Informational Meetings:** SACOG shall conduct two informational meetings in each county within the region of members of the board of supervisors and city councils on the SCS and/or APS. SACOG may conduct one informational meeting per county if it is attended by representatives of the county board of supervisors and city council members representing a majority of the populations in the incorporated areas of that county. The purpose of the meeting shall be to present a draft SCS/APS to the members of the board of supervisors and the city council in that county to solicit and consider their input and recommendations.
5. **Public Comment Period:** SACOG will accept prepared comments from the public during the period between the notice and hearing dates. Comments received in languages other than English will be translated if possible. All comments will be considered part of the public record. Also during this period, SACOG will accept questions and provide clarification on issues raised by the public.

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

6. **Changes in Final Plans:** If any of SACOG's final plans/ programs differ significantly from the draft which was made available for public comment and raises new issues which interested parties could not reasonably have foreseen from the public involvement efforts, an additional opportunity for public comment will be made available within schedule constraints. Minor changes in plans and TIPs generally can be made after SACOG has completed its public comment process without further opportunities for public involvement. See MTP or MTIP for specific information.



*The SACOG Board has established a number of advisory committees as a means of obtaining advice from residents and key interests in the community on a variety of subjects.*

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### **A.5 Advisory Committees**

The SACOG Board has established a number of advisory committees as a means of obtaining advice from residents and key interests in the community on a variety of subjects. Through its standing and ad hoc committees, SACOG encourages the participation of all interest groups and residents in the region as well as representatives from member jurisdictions, local agencies, and the private sector. Advisory committee members are selected by the SACOG Board, with staff providing recommendations. Staff uses SACOG's public outreach processes to identify interested parties, specifically with an interest in creating and maintaining diversity on those committees. SACOG staff presents plans, data, and proposed programs to representative groups of the community for input and feedback early in the planning process. These committees are augmented, restructured, added to, or discharged from time to time based upon the issues and concerns faced by the Board.

Upon passage of the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA), SACOG expanded existing committees and developed new ones to address the new planning requirements. These regulations require that the process provide for the involvement of various transportation agencies, including operators of airports. In addition, the joint planning regulations encourage new modal representatives to boards and committees. Private sector and community group representatives have been appointed to key long-range development committees; in some cases transit, railroad, and trucking representatives have been added to technical committees to lend their expertise. SACOG also created



*All SACOG advisory committee meetings are open to the public. The Brown Act requires at least 72 hours public notice citing the time, date, and location before regular meetings. SACOG policy for posting notices for advisory committee meetings will be at least three days in advance of the meeting.*

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two committees, the Goods Movement Advisory Group and the Bicycle and Pedestrian Advisory Committee. The Goods Movement Advisory Group provides input from the private sector during plan development.

The current federal transportation act, SAFETEA-LU, provides that residents, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties be provided with reasonable opportunities to be involved in the metropolitan transportation planning process, with regard to the MTP. Many of SACOG's advisory committees include representatives of these groups.

In regards to public participation, staff will provide appropriate standing and ad hoc advisory committees with Public Participation Plans for review and comment. Advisory committee members can offer staff invaluable information, strategies, and community contacts to increase participation in SACOG programs. SACOG staff will meet with the technical advisory committee that assisted with the development of the Public Participation Plan on an as-needed basis to address the plan's effectiveness and periodic update.

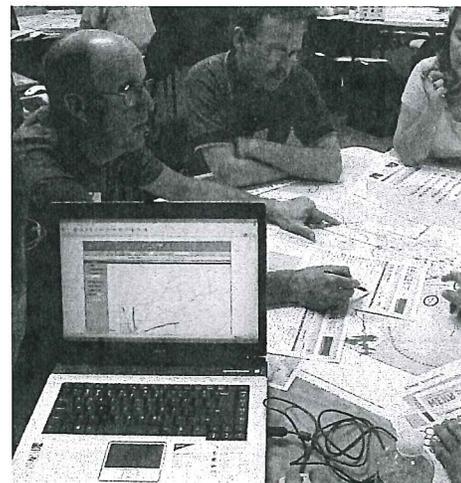
All SACOG advisory committee meetings are open to the public. Membership lists, committee terms, vacancies, and meeting times and locations will be made available on the SACOG website. Similarly, each advisory committee will have a designated SACOG staff person who will be identified on the website and in committee materials. The Brown Act requires at least 72 hours public notice citing the time, date, and location before regular meetings. SACOG policy for posting notices for advisory committee meetings will be at least three days in advance of the meeting. The current committee list along with the name of the SACOG staff person assigned to each committee is listed in Appendix B. Staff can be contacted by calling (916) 321-9000.

## A.6 Visualization Techniques and Public Access to Information

SACOG seeks to provide public access to printed, graphic and mapped information, and a narrative summary in a format conducive for translation for either the non-English speaking or blind and visually impaired whenever possible, in a simple and concise format.

SACOG's website ([www.sacog.org](http://www.sacog.org)) includes information about SACOG, transportation planning activities, a calendar of meetings and events, and a request form to receive information, notices and updates on the MTP and accompanying SCS/APS. Accessing the SACOG website will give the public an opportunity to review current transportation planning activities and to comment on those of interest. The website also provides information on accessing reports and other materials in alternative formats. The same information can be requested by calling (916) 321-9000.

The public should also have reasonable access to technical assumptions and specifications used in planning and emissions models. This includes access to input assumptions such as population projections, land use projections, fares, tolls, levels of service, the structure and specifications of travel demand, and other evaluation tools. SACOG's Regional Data Center provides public access to SACOG publications, maps and digital data. Current and projected population, housing and employment data are available in a number of different digital and printed formats. Much of this data is available free of charge on SACOG's website. Jurisdictional level "Data Summaries" are provided free of charge and larger printed reports are available at reasonable cost or may be used at the SACOG offices at no charge. Major reports are also available at local libraries. Requests for raw data, special aggregations, non-standard formatting and custom geographic information system (GIS)-based maps are charged on a "time and materials" basis.



*The public should also have reasonable access to technical assumptions and specifications used in planning and emissions models.*

*Timely response to public input encourages continued participation and helps SACOG communicate that public input is truly valued.*

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## **A.7 Distribution of Final Documents**

Final documents are distributed to affected agencies and those individuals that provided significant comments during the public input process. In addition, members of the public wishing a copy of final documents may contact SACOG directly (some documents may require a minimal fee to cover reproduction). The Brown Act requires that written materials provided to the SACOG Board be made available to the public upon request. Final documents are available from the SACOG library, public libraries, and can be accessed through SACOG's website.

## **A.8 Response to Public Input**

Public input, whether provided by phone call, e-mail, letter, or public testimony, is documented by SACOG staff. Inquiries receive a response within 14 days with available information. General input is documented and provided to Board members for consideration in the decision-making process. For all parties providing public input and requesting additional information, periodic updates on process, programs and/or projects will be provided directly in writing, either by e-mail, direct correspondence, or newsletter update, as appropriate. Timely response to public input encourages continued participation and helps SACOG communicate that public input is truly valued.

When significant written and oral comments are received on the draft MTP (including the financial plans) as a result of the participation process or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93), SACOG will prepare a summary, analysis and report on the disposition of comments as part of the final MTP.

Program managers maintain records of public involvement activities, input, comments, and concerns as well as document requests for information and responses to input received during the public involvement process. In many cases, members of the public provide their mailing address along with their comments. SACOG utilizes a two-tiered public response system:

1. **Direct Response**—When the public input level permits, SACOG staff will send each individual or organization that provides significant comments a letter explaining how their comments were considered and shared with project staff and decision makers.

2. **Consolidated Response** – When individual contacts are not feasible due to the large volume of input received, staff will consolidate comments into general categories and document key themes identified in the public involvement process. This consolidated response will be available through regularly published newsletters, SACOG’s website, in reports and publications describing how projects are progressing, and made available to members of policy committees and the SACOG Board through staff reports and analysis.



### A.9 Review of Public Involvement Process

Public involvement processes will be periodically reviewed by SACOG in terms of their effectiveness in assuring that the process provides full and open access to all. These procedures will be reviewed by the FHWA and the FTA during certification reviews to assure that full and open access is provided to MPO decision-making processes. Including an evaluation component in the Public Participation Plan is important to allow SACOG staff to make necessary adjustments as the process progresses and to improve subsequent efforts. The goal of an effective public involvement process is a well-informed public that is given opportunities to contribute input into transportation decision making. Specific indicators that the public involvement process is effective include: public meetings that are well attended, frequent news coverage on transportation issues, public forums where a broad representation of diverse interests is in attendance, and plans, and project designs which reflect an understanding and consideration of public input.

*The goal of an effective public involvement process is a well-informed public that is given opportunities to contribute input into transportation decision making.*

### A.10 The Brown Act

The Ralph M. Brown Act (California Government Code Section 54950–54962) governs the meetings and actions of governing boards of local public agencies and their created bodies. Requirements of the Brown Act also apply to any committee or other subsidiary body of a local agency, whether permanent or temporary, decision making or advisory, which is created by such a governing board. The Brown Act sets minimum standards for open meetings relative to access to the public, and reasonable regulations ensuring the public’s right to address the agency, including regulations to limit the amount of time allocated for public testimony. Specific requirements of the Brown Act are also

*The Americans with Disabilities Act of 1990 (ADA) stipulates involving the community, particularly those with disabilities, in the development and improvement of services. SACOG fully complies with ADA through its ADA plan and policies.*

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stated in the description of activities A.4 and A.5. SACOG has developed standard formats for agendas and public notices that are available on the interoffice computer system.

The Brown Act requires the SACOG Board to conduct their business in meetings open to the public, but the law also allows boards to meet in private to discuss such issues as personnel, litigation, and labor negotiations.

### **A.11 Americans with Disabilities Act**

The Americans with Disabilities Act of 1990 (ADA) stipulates involving the community, particularly those with disabilities, in the development and improvement of services. SACOG fully complies with ADA through its ADA plan and policies. Measures such as wheelchair accessibility, elevators with floor numbers posted in Braille, communications devices for hearing-impaired persons such as the California Relay System, and sign language interpreters are made available for meetings upon request. A telecommunications device for the deaf (TDD) is available to communicate with people who are deaf or have communications impairment over the telephone. The building SACOG resides in was constructed in 2003 to comply with ADA accessibility standards.

An ADA Compliance Committee meets on call to review unresolved ADA-related complaints, requests or suggestions from disabled persons regarding access to and participation in public facilities, services, activities and functions of SACOG. The five-member committee is composed of an elected official and representatives from the following sectors: disabled, business, nonprofit, education, and health/medical. SACOG also maintains an extensive mailing list for groups and individuals from the disabled community who may not have been involved in the planning process in the past due to a lack of physical accessibility or a lack of information about the process.

### **A.12 Native American Indian Tribal Governments**

SACOG recognizes that Native American Indian tribal governments in the Sacramento region are sovereign governments and as such shall be communicated with on a government-to-government basis. Section Three of the PPP provides strategies for informing tribal governments of SACOG activities and encouraging tribal input.

### **A.13 Executive Order 12898—Environmental Justice**

SACOG is committed to effectively performing environmental justice analysis and consideration as required for all programs receiving federal or state funding. SACOG seeks to engage minority, low-income, various age groups, persons with disabilities, and non-English speaking communities in transportation planning, technical studies, and to ensure environmental justice issues and analysis are specifically documented in the MTP and other projects.

Specific efforts to engage or include public input from the federally-identified environmental justice communities should include targeted outreach and or public attitude research to African American, Asian/Pacific Islander, Hispanic and Alaskan Native and Native American residents of the SACOG region. These populations are identified by Census data unique to Sacramento, El Dorado, Placer, Yolo, Sutter and Yuba counties. Target populations within each county should be updated as new Census data becomes available.

SACOG staff will work with community stakeholders early in the process to identify a comprehensive list of interested parties and continue to assess public input from environmental justice communities and specific interest groups. SACOG may need to broaden outreach efforts throughout the public participation process.

### **CONSULTATION AND COORDINATION**

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



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## **ADVISORY COMMITTEES**

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

### **Regional Planning Partnership**

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

### **Transit Coordinating Committee**

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

### **Bicycle & Pedestrian Advisory Committee**

SACOG serves as a forum for bicycle and pedestrian planning activities throughout the region. Staff makes its expertise available to partner organizations and groups to support their bicycle and

pedestrian planning efforts. The SACOG Bicycle and Pedestrian Advisory Committee meets quarterly and functions as an advisory committee to the SACOG Board of Directors.

### Public Access to Technical and Policy Information

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

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

SACOG seeks to make the MTP and accompanying Air Quality Conformity documents easily accessible by posting all documents in a timely manner on the SACOG website at [www.sacog.org](http://www.sacog.org) and on the MTP page at [www.sacog.org/update](http://www.sacog.org/update). The SACOG website provides information about SACOG's projects and programs, agency structure and governing body, and upcoming workshops and public meetings with agenda and accompanying materials. Members of the public are able to listen live online to recorded Board meetings via the website. These recordings are archived for several months.

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

SACOG encourages interested individuals to attend the Regional Planning Partnership, Transit Coordinating Committee, SACOG Board, and SACOG Committee meetings to express their views on the MTP. MTP items on the Board agenda usually come in the form of recommendations from the SACOG Transportation Committee. Much of the work of SACOG is done at the committee level, thus the public is encouraged to participate at this stage. All SACOG meetings are open to the public. Notice of meeting date, time and location are posted online 72 hours prior to meeting and mailed out one week prior. Final meeting agendas and related materials are posted 72 business hours prior to meeting time. In addition to meeting notices, agendas, and materials, the website offers subscription to agenda notifications for the various committees. SACOG notifies subscribers via e-mail whenever it posts a committee meeting agenda.

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

**Regional Report**  
Sacramento Area Council of Governments

**Wiki Allows Input on Rural Issues**  
In the Evolution... SACOG...  
www.sacog.org

**Goods Movement Action Plan Update**  
ON A TYPICAL DAY IN THE UNITED STATES...  
www.sacog.org

**10th Annual SACOG Salutes Showcases The Region's Best**  
ON FRIDAY, SEPTEMBER...  
www.sacog.org

**Land the Golden and...  
www.sacog.org**

**Agency of the Year: Urban Land Institute Sacramento**  
The Urban Land Institute...  
www.sacog.org

*Much of the work of SACOG is done at the committee level, thus the public is encouraged to participate at this stage. All SACOG meetings are open to the public.*

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### **Distribution of Final Documents**

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

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

### **Response to Public Input**

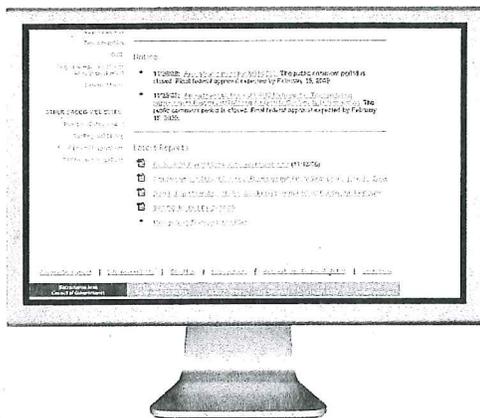
SACOG values the public comments it receives and wishes to share them with decision makers. Therefore, SACOG responds to each individual comment when feasible either over telephone, mail or e-mail. When SACOG receives significant written or oral comments, SACOG staff will respond with an explanation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

### **Review of Public Involvement Process**

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

### **Brown Act**

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



## Americans with Disabilities Act

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

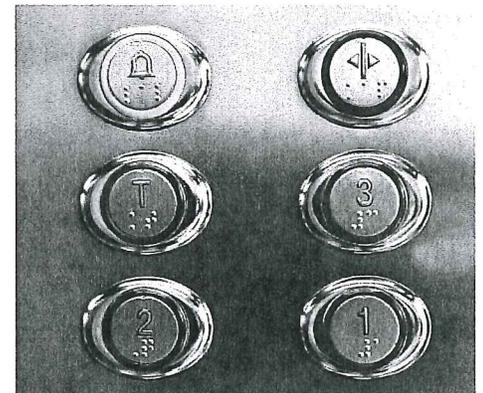
## Native American Indian Tribal Governments

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

## Environmental Justice Communities

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

*SACOG values the public comments it receives and wishes to share them with decision makers. Therefore, SACOG responds to each individual comment when feasible either over telephone, mail or e-mail.*



## OPTIONAL ACTIVITIES

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

Public meetings provide residents with a forum to bring their opinions and ideas into the planning process and exchange information with a wide representation of the SACOG region. These meetings are typically held throughout the planning process and can be tailored to specific issues or community groups. They can be scheduled at specific milestones or phases within a participatory process.



Well-designed public meetings facilitate resident participation. Public meetings and workshops may take place at regularly scheduled SACOG meetings. More informal community meetings may take place in the evening or on weekends in locations more convenient for the affected community. It is SACOG's goal to post all public notices citing the time, date, location, and purpose of the meeting fifteen (15) days prior to the meeting unless otherwise required by statute. SACOG will attempt to provide more than fifteen (15) days notice where a particular community may require more time for translation services. The notices will be published in general circulation and ethnic newspapers, posted in locations such as public libraries, community centers, or on the SACOG website.

Pre-meeting materials will be prepared, including meeting announcements, agendas, displays, and any mailings or publicity that may be necessary. SACOG will seek to provide materials in advance of meetings both online or by phone requests, and in appropriate formats for easy translation for the visually impaired or non-English speaking. SACOG will also provide meeting summaries in the form of written minutes, describing areas of agreement and disagreement on its website and in hardcopy upon request. All points will be clearly and fairly stated. Meeting summaries will be provided in alternate languages upon request.

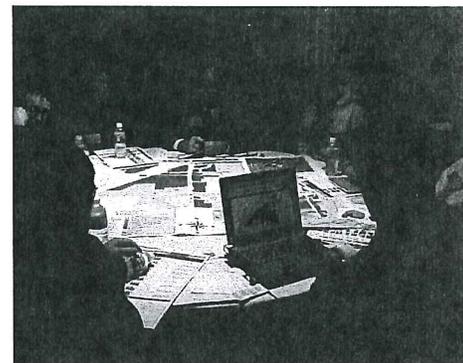
## **B.2 Interactive Resident Planner Workshops**

SACOG uses a unique style of meetings to involve residents and community members in the transportation planning process. Participants are recruited using community-based organizations, nonprofits and outreach to the general public. The participants should represent all interests and transportation modes and have a balance of views and opinions. The interactive workshops use visualization techniques to equip participants with technical information—including statistical data—to enable the general public to give informed input to SACOG staff and decision makers. Whenever possible, workshop materials will be made available in advance upon request.

Resident planner workshops are also different than typical workshops in their structure: participants identify an interest (e.g., environmental, education) and are seated with participants with different interests. Participants are seated at round tables in groups of eight with a trained discussion leader/facilitator.

Staff give all participants an overview of the planning issue, and then workshop participants at tables work towards consensus on recommendations, using a variety of feedback instruments (e.g., surveys, maps, real-time polling). Workshops are designed to provide public education through interactive exercises. Staff and trained facilitators are made available to assist participants.

Resident planner workshops are designed to address policy questions before decision makers, and require significant preparation, including training discussion leaders, producing support materials and selecting appropriate technology. In many ways, these workshops provide qualitative input similar to that gathered from focus groups.



### **B.3 Special Advisory Committees**

Through its ad hoc committees, SACOG encourages the participation of all interest groups and residents in the region as well as representatives from member jurisdictions, local agencies, and the private sector. SACOG staff presents plans, reports, and proposed programs to representative groups of the community for input and feedback early in the planning process. These committees are augmented, restructured, added to, or discharged from time to time based upon the issues and concerns faced by the Board. All SACOG advisory committees are open to the public and must meet the requirements of the Brown Act. The current special committees are included in Appendix B.

*SACOG uses a unique style of meetings to involve residents and community members in the transportation planning process. These workshops provide qualitative input similar to that gathered from focus groups.*

Staff is encouraged to utilize ad hoc advisory committees to provide for outreach to underserved communities such as the disabled, elderly, and minority groups. An advisory committee composed of leaders of advocacy or service groups can lend valuable insight into communicating with and encouraging the participation of their respective communities.

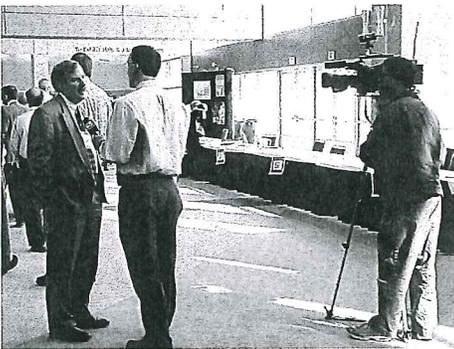
### **B.4 Focus Groups**

A focus group is a small group discussion with professional leadership. It is a meeting of carefully selected groups of individuals convened to discuss and give opinions on a single topic. Geographically-based opinions and issues are more readily defined and discerned when focus groups are comprised of residents of specific areas within the SACOG region. Focus groups can also



*Developing a media strategy helps deliver a uniform message and avoids inaccurate information that can become a barrier to understanding or implementation.*

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consist of underrepresented groups such as seniors, persons with disabilities, and minorities in order to discern opinions or needs of these groups. Focus groups are used for research purposes when qualitative and open-ended input is desired.

### **B.5 Media Strategies**

Effective media strategies help to generate interest in a project or program. Working with the media, SACOG takes an active role in disseminating information to the public and allowing the agency to explain issues facing communities. Developing a media strategy helps deliver a uniform message and avoids inaccurate information that can become a barrier to understanding or implementation. More people are likely to participate in the planning process when they have access to accurate and substantive information.

Staff will develop and maintain an extensive media list of all major television stations, radio stations, and newspapers in the SACOG region, including ethnic, and non-English newspapers. The media list includes editorial, calendar section and newsroom contacts. E-mail addresses are the most effective way to disseminate information quickly. When appropriate, SACOG will contact media directly to provide information or alert the media to regional issues or significant end products.

SACOG will prepare press releases to newspapers and broadcast media of newsworthy events that affect the region, including major actions, notifications of workshops, completion of major projects and actions taken by state and federal agency decision-making bodies.

### **B.6 Newsletters**

SACOG prepares various newsletters for wide distribution to all local government elected officials, planning commissioners, applicable member agency staff, media contacts, chambers of commerce, and interested organizations and individuals.

SACOG's **Regional Report** is published approximately every six weeks and provides information on SACOG work activities and items of regional interest. Regular topics include: implementation of SACOG's Blueprint, local government features, project delivery, transportation demand management, Census and other statistical information, transportation, air quality, land use and flood management.

SACOG's **Annual Report** summarizes SACOG accomplishments during its previous work program year. The report is prepared and distributed in the first quarter of each year for the prior year.

### B.7 Information via Internet

SACOG's website [www.sacog.org](http://www.sacog.org) is an effective way to distribute a wide variety of general information to the public and receive public comment. Available information includes planning reports, Census data summaries, current and projected population data, meeting agendas, and a calendar of upcoming SACOG events. Wherever possible SACOG will ensure its website information is accessible to the disabled community. SACOG recognizes that internet access is not available or not utilized by everyone in the community; therefore, SACOG views the use of the Internet as one of many avenues it will pursue to distribute information and receive comments from the public. SACOG will make comparable information available upon request and work with member jurisdictions to offer access to print information at local city halls and county administration offices.

Major projects or programs may utilize a special website as a public participation tool. The Metropolitan Transportation Plan ([www.sacog.org/update](http://www.sacog.org/update)) and the Blueprint ([www.sacregionblueprint.org](http://www.sacregionblueprint.org)) are effective examples.

### B.8 Speakers' Bureau

SACOG has established a Speakers' Bureau for any club, organization, or group who is interested in learning about SACOG's activities in the region. SACOG staff is knowledgeable in a number of areas including regional transportation and transit planning, air quality planning, general land use planning, airport land use planning, computer modeling and demography. While not all community organizations and clubs may take advantage of the Speaker's Bureau, efforts should be made to ensure related groups are aware of its existence and availability.

### B.9 Public Attitude Surveys

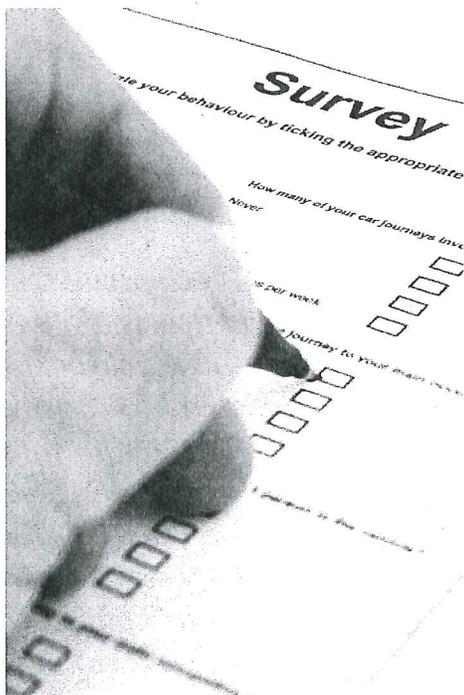
Public attitude surveys reward and highlight the value of open-ended input. They also serve a dual purpose of attracting additional participation and widespread public opinion. Survey



*SACOG recognizes that internet access is either not available or not utilized by everyone in the community; therefore, SACOG views the use of the internet as one of many avenues it will pursue to distribute information and receive comments from the public.*

*Public attitude surveys reward and highlight the value of open-ended input. They also serve a dual purpose of attracting additional participation and widespread public opinion.*

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results reflect public reactions to agency actions and gather useful information for use in the planning process. They can accurately report on what people know or want to know. Surveys can test the agency's perception of what people think and reinforce decisions that have been made through participatory programs.

### **B.10 Miscellaneous Activities**

There are numerous other mediums for reaching the public. The use of teleconferences can assist in coordination and collaboration with public agencies and community groups within the six county region where geographic distance limits their ability to participate in person. The use of web hosting of meetings or video presentations can help make an otherwise technical issue more understandable to the general public. In many communities, religious organizations serve as gathering places where community issues are discussed. Providing information and establishing contacts with congregations provides a central location of potentially interested residents. The SACOG region has dozens of community-based organizations ranging from social service providers to civic clubs. Providing these organizations with meeting notices or offering speakers to discuss transportation issues can help generate interest and understanding of SACOG activities.

## **MTP2035: THE PUBLIC INVOLVEMENT PROCESS THAT WILL INFORM FUTURE MTP UPDATES**

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

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

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

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

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

*Research included a random-sample phone survey, a random-sample online survey, a self-sampled on-line survey, and random-sampled focus groups. Specific focus groups were held to identify the concerns, needs and interests of the low-income and certain ethnic minority populations for the Sacramento region.*





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### **Phase I: Start up**

Fall 2005

- Began public education and outreach

### **Phase II: Begin Public Dialogue**

Spring 2006

- Elected Officials Workshop
- Community Workshops
- Stakeholder Meetings

### **Phase III: Develop Alternatives**

Summer 2006

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

### **Phase IV: Discussion and Draft Input**

Fall/ Winter 2006

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

Spring 2007

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

Summer/Fall 2007

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

### **Phase V: The Plan**

Winter/Spring 2008

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

## **EVALUATING A PUBLIC PARTICIPATION PROCESS**

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

### **Surveys:**

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

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

### **Focus Groups:**

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

### **Quantitative analysis:**

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

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

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

# Creating a Timeline and Documenting Required and Optional Activities

Project: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Starting Date: \_\_\_\_\_ End Date: \_\_\_\_\_

## Critical Path Timeline

	1	2	3	4	5	6	7	8	9	10	11	12
REQUIRED ACTIVITIES												
A.1												
A.2												
A.3												
A.4												
A.5												
A.6												
A.7												
A.8												
A.9												
OPTIONAL ACTIVITIES												
B.1												
B.2												
B.3												
B.4												
B.5												
B.6												
B.7												
B.8												
B.9												







# Section 3

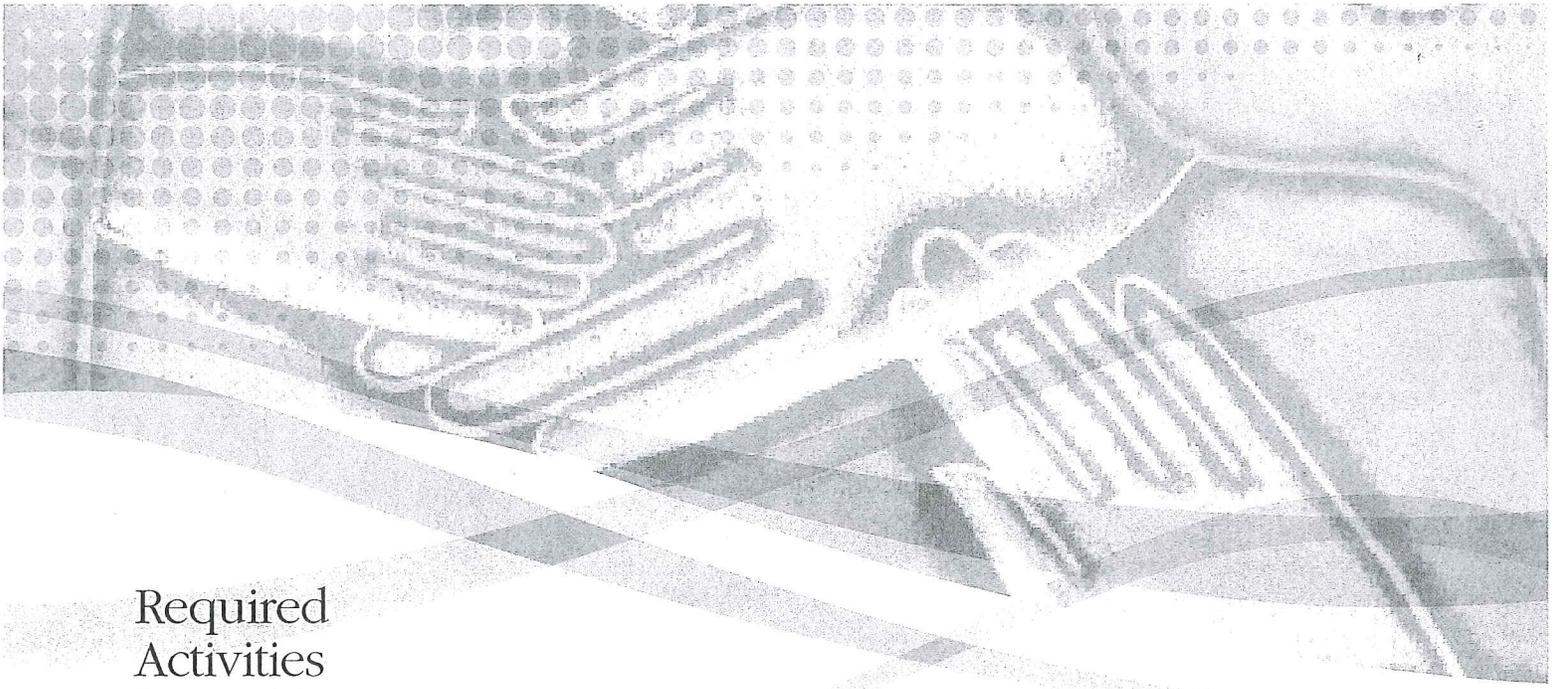
## INTRODUCTION

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

The federally required Transportation Improvement Program (TIP), called the Metropolitan Transportation Improvement Program (MTIP) in the Sacramento region, is a comprehensive listing of surface transportation projects that receive federal funds, are subject to a federally required action or are considered to be regionally significant according to the definition in federal air quality conformity regulations. The Sacramento Area Council of Governments (SACOG), as the federally designated Metropolitan Planning Organization (MPO) for the six-county Sacramento region, prepares and adopts the MTIP every two years. Between adoptions, the MTIP is periodically revised through either administrative modifications or amendments to maintain up-to-date project information. The MTIP covers a four-year period and must be financially constrained by year, meaning that the amount of dollars committed to the projects (also referred to as programmed) must not exceed the amount of dollars estimated to be available. The MTIP (and subsequent amendments) must therefore include a financial plan that demonstrates sufficient financial capacity exists to implement programmed projects. Adoption of the MTIP must be

## Public Participation Process for the MTIP

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## Required Activities for Public Participation Plan

- Define Purpose and Objectives for Public Involvement
- Consultation and Coordination with Other Agencies
- Identify Stakeholders and Target Audience
- Hold Optional Public Hearings
- Consult with Advisory Committees
- Provide Visualization Techniques and Public Access to Information
- Distribute Final Documents
- Respond to Public Input
- Comply with The Brown Act
- Comply with the Americans with Disabilities Act
- Inform and Involve Native American Indian Tribal Governments
- Meet Requirements of Executive Order 12898 – Environmental Justice

## Optional Activities for Public Participation

- Newsletters
- Information via Internet
- Speakers' Bureau

accompanied by an evaluation and Determination of Air Quality Conformity. Similarly, as the MTIP is amended, SACOG must periodically evaluate conformity.

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

*SACOG generally adopts a new MTIP every two years, although federal guidelines require a new TIP at least every four years.*

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## **REQUIRED ACTIVITIES**

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

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

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

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

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

- a. **Identify target audience** (e.g., general public)
- b. **Determine strategies to reach traditionally underserved residents.**
- c. **Identify stakeholder groups** (e.g., local agencies & jurisdictions, neighboring regional planning agencies, public agency planning partners, transportation and air quality planning implementation agencies, environmental and bicycle advocacy, disabled, environmental justice, senior, and minority advocacy and service groups)

*Because of the fluctuating nature of transportation projects nearing implementation, circumstances dictate that changes be made to the MTIP following its adoption.*

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- d. **Identify distribution list/identify sources** (e.g., business directories, phone directories, minority listings including Native American nations, business development agencies, chamber of commerce directories including ethnic and small business chambers, county assessor's records, professional and business organization mailing lists, etc.)

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

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

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

1. Who will be notified of hearings?
2. Which newspaper(s) will be used?
3. Who will receive staff reports/how will public have access to staff reports?
4. What other notification techniques will be used other than newspaper (e.g., SACOG Internet Home Page electronic bulletin board, posting, mail, direct contact with advocacy/community groups, media release, fax)?
5. How long before hearing date will notices need to be posted?

##### **b. Public hearings**

1. Date, location (check SACOG meeting location) and schedule/alternate location and time for more convenient access?
2. Purpose of each identified hearing?
3. What materials will be made available during the hearings?
4. In what languages or formats will materials be made available?

c. Public comment periods

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

**A.5 Advisory Committees:**

- a. What SACOG committees will be used to present staff analysis and products (e.g., Regional Planning Partnership (RPP), Transit Coordinating Committee (TCC), policy and technical advisory committees, Bicycle and Pedestrian Advisory Committee)?
- b. If an ad hoc committee is created, how will members be selected?
- c. What types of input are being sought (e.g., general comments, approval/disapproval, etc.)?

*The MTIP is an administrative document which reflects transportation decisions developed in the MTP process. The MTIP is a program management tool used to show the schedule, scope, and constrained funding of intended transportation improvements (or continuations of current activities).*

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**A.6 Visualization techniques and Public Access to Information:**

**Decide:**

- a. **What information will be made available** (e.g., draft plans; estimates of funds available, project selection process and analytical methodology; transportation and air quality model, technical supporting documents)?
- b. **Where information will be available** (e.g., libraries, Internet, mailing, at workshops and hearings, press releases, schools, SACOG office)?
- c. **What alternative languages and/or formats** (e.g., plain text) will be made available?

**A.7 Distribution of Final Documents**

- a. **Who will receive final documents/how they will be distributed** (e.g., affected agencies, commenters, libraries, local colleges, at hearings, SACOG office)?

*After the MTP is adopted, public participation is continued in the development of the funding programs, their project selection processes, and finally in amendments to the MTIP along with the biennial adoption of a new MTIP.*

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### **A.8 Response to Public Input**

- a. How will feedback be provided (e.g., newsletter, computer bulletin boards, reports and publications, response letters and final document to commenters)?
- b. What input level will determine Direct or Consolidated response?

### **A.10 The Brown Act**

How will the process comply with the requirements (e.g., 72-hour to one-week notice prior to meetings, meetings open to public)?

### **A.11 Americans with Disabilities Act**

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

### **A.12 Native American Indian Governments**

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

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

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

## **OPTIONAL ACTIVITIES**

### **B.1 Newsletters**

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

## B.2 Information Via Internet

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

## B.3 Speakers' Bureau

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

*Crucial decisions whether or not to support or fund a transportation program or project in the region are made in the development of the MTP. In contrast, the MTIP defines project budgets, schedules and phasing for those programs and projects that are already part of the MTP.*

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## TYPES OF MTIP ACTIONS

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

### 1. Adoption

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

### 2. Administrative Modifications and Amendments

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

*SACOG depends on the input and feedback of two standing advisory committees in developing Draft Amendments and the Draft MTIP along with Air Quality Conformity information.*

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The criteria for Administrative Modifications and Amendments are defined in SAFETEA-LU (Title 23, CFR part 450.104). The Federal Highway Administration, Federal Transit Administration, and Caltrans agreed on November 17, 2008 administrative modification procedures. The procedures are posted online at [www.dot.ca.gov/hq/transprog/federal/proc\\_guide.htm](http://www.dot.ca.gov/hq/transprog/federal/proc_guide.htm).

**Administrative Modification:** SAFETEA-LU describes this action as a minor revision to the MTIP which does not require public review. Administrative modifications include minor changes to project/project phase costs, and minor changes to funding sources of previously-included projects.. SACOG has defined the processing of an administrative modification as a **Type 1** Action. See Table on page 52 for requirements.

**Amendment:** SAFETEA-LU describes this action as a significant change to the MTIP. An amendment is a revision to a long-range statewide or metropolitan transportation plan, TIP, or State Transportation Improvement Program (STIP) that involves a major change to a project included in a metropolitan transportation plan, TIP, or STIP. Types of amendments are the addition or deletion of a project or a major change in project costs, project/project phase initiation dates, or a major change in design concept or design scope (e.g., changing project completion or the number of through-traffic lanes).

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

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

**Type 3**—This type of amendment is used when significantly revising or adding/deleting an exempt or non-regionally significant project or project phases to/from the MTIP.

**Type 4**—This type of amendment requires a conformity determination but relies on a previous regional emissions analysis.

This type of amendment is used when adding a regionally significant project to the MTIP when the project itself has already been appropriately accounted for in the regional emissions analysis. This type of amendment is also used when adding a non-regionally significant non-exempt project into the MTIP.

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

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

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

### **3. Technical Corrections and Advancement or Delay of Funds using Expedited Project Selection Procedures**

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

*SACOG seeks to keep every programming process transparent in order to maintain credibility with the public in compliance with the Brown Act and federal regulatory laws including SAFETEA-LU.*

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**Public Involvement Processes for the MTIP**

TYPE OF MTIP ACTION	PUBLIC DOCUMENT REVIEW TIME	DOCUMENT LOCATION FOR PUBLIC REVIEW	SACOG COMMITTEE CIRCULATION	PUBLIC HEARING	NOTICE OF PUBLIC HEARING	MEDIA NOTIFICATION OF HEARING	
<p><b>Type 1: Administrative Modification</b></p> <p><b>Minor Changes</b>                      e.g. changes consistent with Caltrans' administrative amendment procedures</p>	NA	<p>Electronic copies will be sent to those on list serve</p> <p>Posted on <a href="http://www.sacog.org">www.sacog.org</a></p> <p>Hardcopy available upon request</p>	NA	NA	NA	NA	
<p><b>Type 2: Formal Amendment</b></p> <p><b>Funding Changes &gt; allowed as a Minor Change</b>                      e.g. funding changes greater than allowed per Caltrans' administrative procedures.</p>	7	<p>Electronic copies will be sent to those on list serve</p> <p>Posted on <a href="http://www.sacog.org">www.sacog.org</a></p> <p>Hardcopy available upon request</p>	RPP Notified	NA	NA	NA	
<p><b>Type 3: Formal Amendment</b></p> <p><b>Exempt Projects</b>                      e.g. add/delete exempt or non-regionally significant project or project phases to/from the MTIP</p>	7	<p>Electronic copies will be sent to those on list serve</p> <p>Posted on <a href="http://www.sacog.org">www.sacog.org</a></p> <p>Hardcopy available upon request</p>	RPP Notified	NA	NA	NA	

	LOCATION OF HEARING	APPROVAL AUTHORITY	NEW MTIP CONFORMITY	NEW REGIONAL EMISSIONS ANALYSIS?	STAFF PROCEDURES FOR DOCUMENTATION
	NA	Manager	No	No	<p><b>Transmittal Information:</b></p> <p>A statement describing the change being made.</p> <p>A Statement that the change is consistent with the administrative amendment procedures.</p> <p>If the project is a non-exempt, regionally significant project, a statement that the change does not reflect a change in the design concept and scope of the project or the conformity analysis years as assumed for the regional emissions analysis of the currently conforming MTP and MTIP.</p> <p>If applicable, a statement that the change for this project does not interfere with the timely implementation of any approved TCMs.</p> <p><b>Conformity Procedures/Documentation:</b></p> <p>No additional documentation required.</p>
	NA	Manager	No	No	<p><b>Transmittal Information:</b></p> <p>A statement describing the change being made.</p> <p>If the project is a non-exempt, regionally significant project, a statement that the change does not reflect a change in the design concept and scope of the project or the conformity analysis years as assumed for the regional emissions analysis of the currently conforming MTP and MTIP.</p> <p>If applicable, a statement that the cost changes for this project do not interfere with the timely implementation of any approved TCMs.</p> <p>A statement that the MTIP as amended meets all applicable transportation planning requirements per 23 CFR Part 450 (e.g. financial constraint, public involvement and consistency with the MTP).</p> <p><b>Conformity Procedures/Documentation:</b></p> <p>No additional documentation required.</p>
	NA	Manager	No	No	<p><b>Transmittal Information:</b></p> <p>A statement describing the change being made.</p> <p>A Statement that the project was determined to be exempt from the requirement that a conformity determination and/or regional emissions analysis be performed per 40 CFR 93. 126. 93. 127 or 93 128.</p> <p>A statement that because the projects are exempt, no further conformity determination is required</p> <p>If applicable, a statement that the changes do not interfere with the timely implementation of any approved TCMs.</p> <p>A statement that the amendment was circulated for the appropriate public and interagency comment period per the MPOs public involvement procedures and the conformity SIP, respectively.</p> <p>A statement that the MTIP as amended meets all applicable transportation planning requirements per 23 CFR Part 450 (e.g. financial constraint, public involvement and consistency with the MTP).</p> <p><b>Conformity Procedures/Documentation:</b></p> <p>No additional documentation required.</p> <p>The amendment should be circulated through interagency consultation consistent with the procedures contained in the non-attainment area conformity SIP.</p>

**Public Involvement Processes for the MTIP** CONTINUED

TYPE OF MTIP ACTION	PUBLIC DOCUMENT REVIEW TIME	DOCUMENT LOCATION FOR PUBLIC REVIEW	SACOG COMMITTEE CIRCULATION	PUBLIC HEARING	NOTICE OF PUBLIC HEARING	MEDIA NOTIFICATION OF HEARING	
<p><b>Type 4: Formal Amendment</b></p> <p><b>Conformity Determinations and Relies on a Previous Regional Emissions Analysis</b></p> <p>e.g. adding a regionally significant project to the MTIP when it has already been appropriately accounted for in the regional emissions analysis</p> <p>e.g. adding a non-exempt non-regionally significant project to the MTIP.</p>	7	<p>Electronic copies will be sent to those on list serve</p> <p>Posted on <a href="http://www.sacog.org">www.sacog.org</a></p> <p>Hardcopy available upon request</p>	<p>RPP Consensus</p> <p>SACOG Committee</p> <p>SACOG Board</p>	Yes	<p>Publish in Regional Paper (Sacramento Bee)</p> <p>SACOG Website</p>	<p><b>Send Media Release:</b></p> <p>Public Libraries</p> <p>Interest Groups</p>	
<p><b>Type 5: Formal Amendment</b></p> <p><b>Conformity Determinations and New Regional Emissions Analysis</b></p> <p>e.g. add non-exempt, regionally significant project that has not been accounted for in the regional emissions analysis</p> <p>e.g. change in non-exempt, regionally significant project that is not consistent with the design concept and scope or the conformity analysis years</p>	7	<p>Electronic copies will be sent to those on list serve</p> <p>Posted on <a href="http://www.sacog.org">www.sacog.org</a></p> <p>Hardcopy available upon request</p>	<p>RPP Consensus</p> <p>SACOG Committee</p> <p>SACOG Board</p>	Yes	<p>Publish in Regional Paper (Sacramento Bee)</p> <p>SACOG Website</p>	<p><b>Send Media Release:</b></p> <p>Public Libraries</p> <p>Interest Groups</p>	

	LOCATION OF HEARING	APPROVAL AUTHORITY	NEW MTIP CONFORMITY	NEW REGIONAL EMISSIONS ANALYSIS?	STAFF PROCEDURES FOR DOCUMENTATION
	TC or Board	Board	Yes	No	<p><b>Transmittal Information:</b></p> <p>A statement describing the change being made (e.g. the project is a non-regionally significant, non-exempt project or the project is a regionally significant project).</p> <p>MTIP as amended meets the following transportation conformity provisions 40 CFR 93.122 (g).</p> <p>A statement that the conformity determination was based on the previous regional emissions analysis. Include the name of the MTP and the date of the MPO and USDOT conformity determinations.</p> <p>A statement that the MTIP as amended meets all applicable transportation planning requirements per 23 CFR Part 450 (e.g. financial constraint, public involvement and consistency with the MTP).</p> <p>If applicable, a statement that the changes do not interfere with the timely implementation of any approved TCMs.</p> <p>A statement that the MTIP as amended and was found to conform to the applicable SIP.</p> <p><b>Conformity Procedures/Documentation:</b></p> <p>Document interagency consultation per conformity SIP.</p> <p>Document public involvement per public involvement procedures.</p> <p>Document conditions of 40 CFR 93.122(g) including reference to documentation of currently conforming FTP and MTIP and the dates of the MPO and USDOT conformity determination.</p> <p>Document financial constraint.</p> <p>Document timely implementation of approved TCMs.</p> <p>Include MPO conformity determination (resolution).</p> <p>Include summary of emissions budget test or interim emissions test from currently conforming MTP and MTIP.</p>
	TC or Board	Board	Yes	Yes	<p><b>Transmittal Information:</b></p> <p>A statement describing the change being made (e.g. a new regional emissions analysis because a non-exempt project was: 1) added; 2) deleted; 3) there was a significant change in the design concept and scope of a regionally significant non-exempt project; or 4) conformity analysis year changed for a regionally significant, non-exempt project).</p> <p>A statement that the MTIP as amended meets all applicable transportation planning requirements per 23 CFR Part 450 (e.g. financial constraint, public involvement and consistency with the MTP).</p> <p>A statement that a new regional emissions analysis was performed.</p> <p>If applicable, a statement that the changes do not interfere with the timely implementation of any approved TCMs.</p> <p>A statement that the MTIP as amended conforms to the applicable SIP.</p> <p><b>Conformity Procedures/Documentation:</b></p> <p>Most MPOs have standard documentation and procedures they use for a conformity determination that includes a new regional emissions analysis. To date, the documentation and procedures have been adequate. FHWA/FTA will work with MPOs on an individual basis to address any concerns relating to this type of amendment.</p>

*All SACOG meetings are open to the public. The public is encouraged to participate in Board and policy committee meetings. Agendas and meeting packets for all of SACOG's standing committees, the Board, RPP, and TCC are posted on the website approximately one week prior to each meeting.*

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## **PURPOSE & OBJECTIVE FOR PUBLIC INVOLVEMENT**

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

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

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

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

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

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

## CONSULTATION AND COORDINATION

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

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

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

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

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

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

### **IDENTIFY STAKEHOLDERS AND TARGET AUDIENCE**

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

### **ADVISORY COMMITTEES**

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

#### **Regional Planning Partnership**

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

## **Transit Coordinating Committee**

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

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

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

SACOG seeks to make the MTIP and accompanying Air Quality Conformity documents easily accessible by posting all documents in a timely manner on the SACOG website at [www.sacog.org](http://www.sacog.org) and on the MTIP page at [www.sacog.org/mtip](http://www.sacog.org/mtip). The website information can be made available in hard copy upon request. The SACOG website provides information about SACOG's projects and programs, the agency's structure and governing body and upcoming public meetings and workshops. It contains all of SACOG's current planning and programming documents and library publications. The site also includes Board and Committee meeting agendas and packet materials. Members of the public are able to listen online to recorded Board meetings via the website. These recordings are archived for several months.

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

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

### **Distribution of Final Documents**

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

### **Response to Public Input**

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

## **Review of Public Involvement Process**

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

## **Brown Act**

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

## **Americans with Disabilities Act**

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

## **Native American Indian Tribal Governments**

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

### **Environmental Justice Communities**

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



# Section 4

## **NATIVE AMERICAN INDIAN GOVERNMENT INPUT**

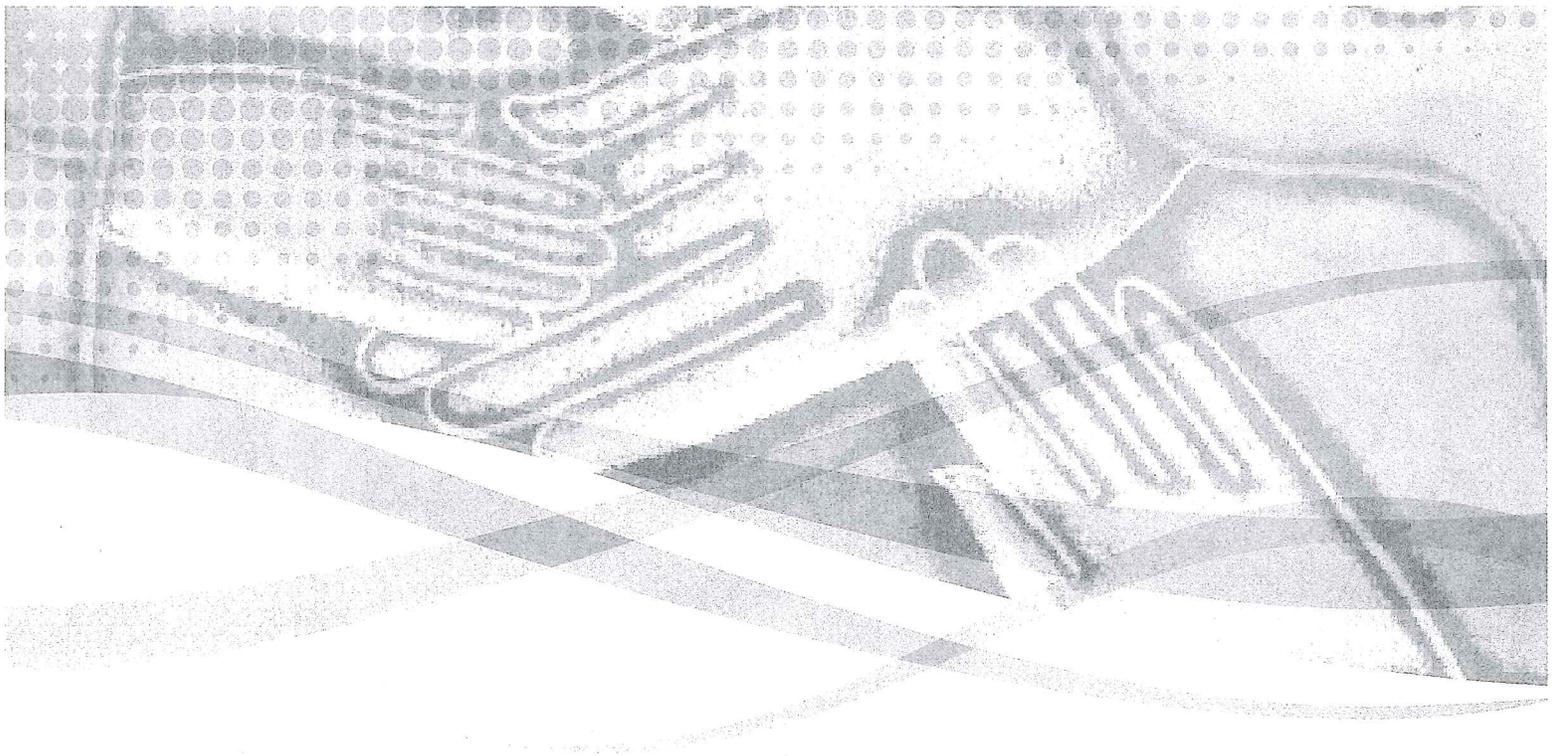
The SACOG metropolitan planning area includes Native American Indian tribal lands. Therefore, SACOG will appropriately involve the Native American Indian governments in the development of the MTP and the MTIP. Native American Indian governments are considered domestic sovereign nations; that is, they have a direct and special relationship with the federal government as a result of treaties and are independent of individual states. For example, tribes deal directly with the federal government in securing funding for Native American reservation roads if they are tribes on a reservation. Because of their status, SACOG will work directly with Native American Indian governments on a government-to-government basis.

The following principles guide SACOG's work with Native American Indian governments:

1. SACOG adheres to Executive Order 13175 (Federal Register, November 6, 2000), which defines the relationship between Native American Indian governments, federal agencies, and governments receiving federal funds.
2. SACOG will actively seek to keep Native American Indian governments informed of the agency's activities and major decisions affecting a tribal government's geographic area.
3. SACOG Board of Directors will communicate directly with Native American Indian tribal leaders on an on-going basis to identify issues of common concern.

## Native American Indian Tribal Government Input

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## Guiding Principles for Work with Native American Indian Governments

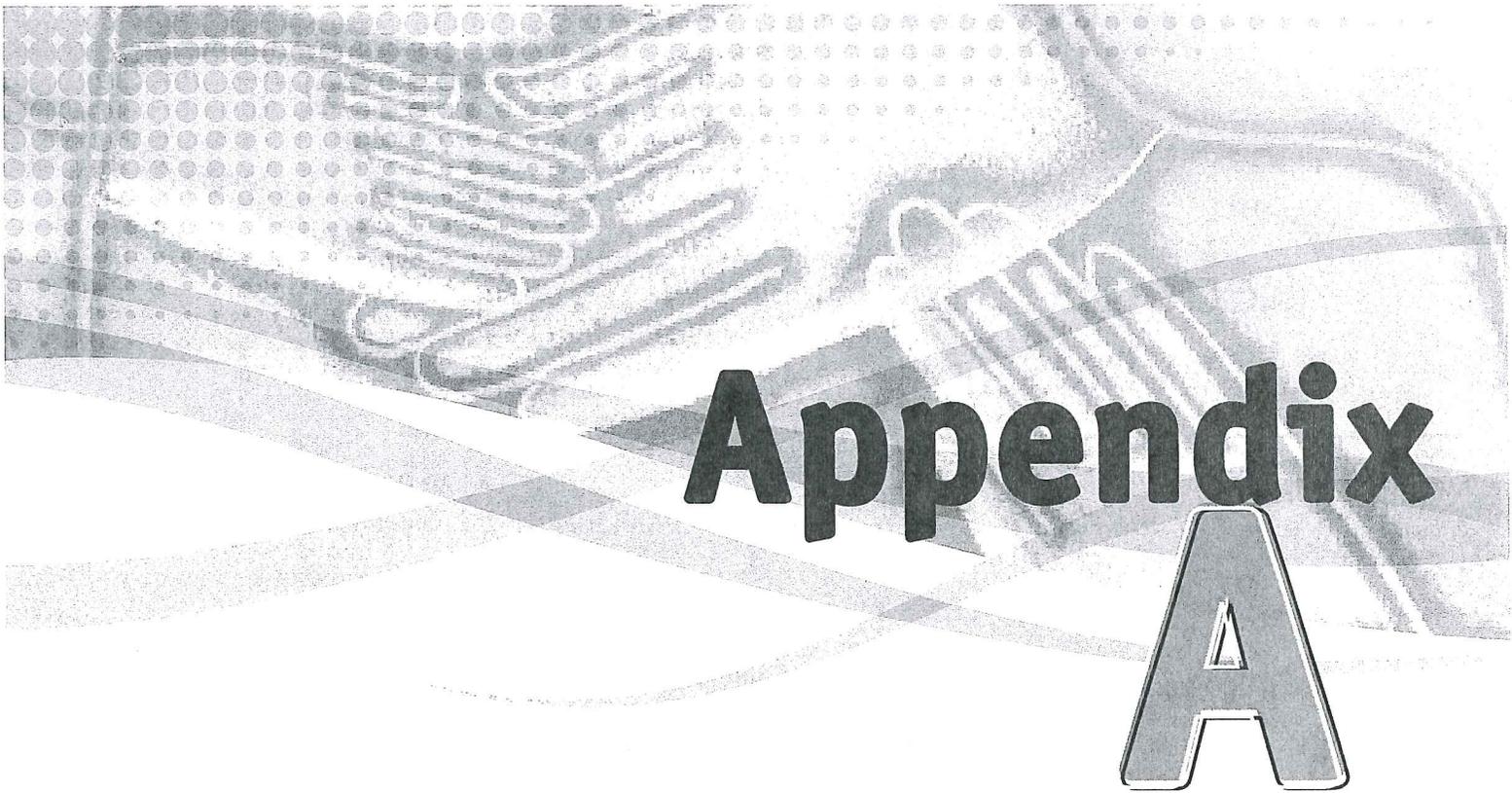
- SACOG adheres to Executive Order 13175 which defines the relationship between Native American Indian tribal governments, federal agencies, and governments receiving federal funds
- SACOG's Board of Directors will communicate directly with Native American Indian tribal leaders on an on-going basis to identify issues of common concern
- SACOG will actively seek to keep Native American Indian tribal governments informed of agency activities and decisions

SACOG needs to identify issues affecting Native American tribal lands and their transportation needs, plans, projects and outreach early in the process. Expert guidance should be sought in developing relationships with tribes, reservations, and individuals. Tribes should be consulted for cultural knowledge about projects. Since tribes are eligible to apply for and be awarded separate funding, SACOG staff needs to consult with both federal transportation agencies and local tribes to coordinate plans and projects.

Recommended strategies aimed at encouraging Native American Indian tribal government input on SACOG projects and programs include the following:

1. Ensure tribal government contact information is current and updated.
2. Send tribal governments and relevant advocacy and service groups timely and adequate public notices and final documents.
3. Actively seek tribal government input on SACOG projects and programs through direct contact.
4. Respond to all tribal government comments on the MTP and MTIP by providing a summary, analysis, and report on the disposition of comments, as part of the final MTP or MTIP.
5. Encourage the participation of Native American Indian tribal governments on SACOG advisory committees and provide reasonable opportunities to be involved in the metropolitan transportation planning process.
6. Federally Recognized Tribes in the Sacramento region include:
  - Rumsey Band of Wintun Indians
  - Shingle Springs Band of Miwok Indians
  - United Auburn Indian Community of the Auburn Rancheria
  - Wilton Miwok Rancheria





# Appendix

# A

Public  
Involvement  
Activities  
Evaluation  
Table

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# Required Activities

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PUBLIC INVOLVEMENT ACTIVITIES	APPLICABLE PROGRAM/ PROJECT
<b>Purpose and Objectives for Public Involvement</b>	<ul style="list-style-type: none"> <li>• MTP</li> <li>• TIPs</li> <li>• Air Quality/ Transportation Conformity</li> <li>• Special Projects</li> </ul>
<b>Consultation and Coordination with Other Agencies</b>	<ul style="list-style-type: none"> <li>• MTP</li> <li>• TIPs</li> <li>• Air Quality/ Transportation Conformity</li> <li>• Special Projects</li> </ul>
<b>Identify Stakeholders and Target Audience</b>	<ul style="list-style-type: none"> <li>• MTP</li> <li>• TIPs</li> <li>• Air Quality/ Transportation Conformity</li> <li>• Special Projects</li> </ul>
<b>Public Hearings</b>	<ul style="list-style-type: none"> <li>• MTP</li> <li>• TIPs</li> <li>• Air Quality/ Transportation Conformity</li> <li>• Special Projects</li> </ul>

EVALUATION CRITERIA	PERFORMANCE GOALS	METHODS TO MEET GOALS
Written purpose and objectives for public feedback	Identify clear purpose and objectives for public involvement at the beginning of each program or project	<ul style="list-style-type: none"> <li>• Written purpose and objectives for public feedback</li> <li>• Reviewing the effectiveness of procedures and strategies</li> </ul>
<ul style="list-style-type: none"> <li>• List of agencies involved with program/project</li> <li>• Written contact with appropriate agencies</li> </ul>	Work with agencies responsible for land use management, natural resources, environmental protection, conservation and historic preservation in developing plans and projects	Notify, consult and coordinate with appropriate federal, state, and local agencies of new programs/projects and significant revisions
List of stakeholders and target audiences contacted	Identify stakeholders and target audience, specifically those potentially affected by the project/program	<ul style="list-style-type: none"> <li>• Maintain database of parties required and recommended for consultation</li> <li>• Work with other agencies, community-based organizations and others to identify groups for outreach</li> <li>• Regular project/program updates communicated to affected and interested parties</li> </ul>
Attendance; input received	Opportunities for direct public input to decision makers and staff on project specifics. Hearings are typically held during regularly scheduled Board meetings.	<ul style="list-style-type: none"> <li>• 15-day notice via website, project printed materials and media (See MTIP specific noticing— pages 50–51)</li> <li>• Meetings at convenient and accessible locations and times</li> <li>• Visualization techniques used (where feasible)</li> <li>• Work with other agencies, community-based organizations and others to identify groups for outreach</li> </ul>

# Required Activities

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PUBLIC INVOLVEMENT ACTIVITIES	APPLICABLE PROGRAM/ PROJECT
Advisory Committees	<ul style="list-style-type: none"> <li>• MTP</li> <li>• TIPs</li> <li>• Air Quality/ Transportation Conformity</li> </ul>
Public Access to Technical and Policy Information	<ul style="list-style-type: none"> <li>• MTP</li> <li>• TIPs</li> <li>• Air Quality/ Transportation Conformity</li> <li>• Special Projects</li> </ul>
Distribution of Final Documents	<ul style="list-style-type: none"> <li>• MTP</li> <li>• TIPs</li> <li>• Air Quality/ Transportation Conformity</li> <li>• Special Projects</li> </ul>

EVALUATION CRITERIA	PERFORMANCE GOALS	METHODS TO MEET GOALS
Attendance; input received	Each project or program area has at least one ad hoc or standing advisory committee. These committees consist of community members, elected officials, staff from other agencies, and interested individuals. Committees shall hold an appropriate number and scope of meetings	<ul style="list-style-type: none"> <li>• Communicate meeting time, location and topics in project materials (in addition to regular notification)</li> <li>• Meetings at convenient and accessible locations</li> </ul>
Brown Act and applicable portions of federal law, including SAFETEA-LU	Transparency in every planning process is important to maintaining credibility with the public. Beyond legal requirements, reasonable accommodations should be made to provide public access to technical and policy information	<ul style="list-style-type: none"> <li>• Provide information on how to request access to technical and policy information to the public</li> <li>• Make accommodations and provide reasonable staff support for visually impaired persons</li> <li>• Provide reasonable staff availability to explain information</li> </ul>
<ul style="list-style-type: none"> <li>• Final documents posted to website</li> <li>• List of libraries and other locations where copies are available</li> </ul>	Provide electronic and printed copies of final documents	<ul style="list-style-type: none"> <li>• Post documents on SACOG website</li> <li>• Distribute copies to local libraries and other locations for public access</li> <li>• Notify affected and interested parties of availability and how to view or request</li> </ul>

# Required Activities

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PUBLIC INVOLVEMENT ACTIVITIES	APPLICABLE PROGRAM/ PROJECT
<b>Response to Public Input</b>	<ul style="list-style-type: none"> <li>• MTP</li> <li>• TIPs</li> <li>• Air Quality/ Transportation Conformity</li> </ul>
<b>Review of Public Involvement Process</b>	<ul style="list-style-type: none"> <li>• MTP</li> <li>• TIPs</li> <li>• Air Quality/ Transportation Conformity</li> <li>• Special Projects</li> </ul>
<b>The Brown Act</b>	<ul style="list-style-type: none"> <li>• MTP</li> <li>• TIPs</li> <li>• Air Quality/ Transportation Conformity</li> <li>• Special Projects</li> </ul>

EVALUATION CRITERIA	PERFORMANCE GOALS	METHODS TO MEET GOALS
<ul style="list-style-type: none"> <li>• Responses to public comments</li> <li>• A summary, analysis and report on the disposition of comments (MTP and TIP only)</li> </ul>	<p>Periodic updates on process, programs and/or projects will be provided directly in writing, either by e-mail, direct correspondence, or newsletter update to anyone that provides input or requests information</p>	<ul style="list-style-type: none"> <li>• Respond to comments individually when feasible</li> <li>• When significant written oral and comments are received, respond with a more general explanation of how concerns are being addressed</li> </ul>
<p>Consideration and response to public input</p>	<p>Periodically review strategies to ensure their effectiveness and make changes as needed</p>	<ul style="list-style-type: none"> <li>• Review Public Participation Plan annually</li> <li>• Undergo more extensive update at least every three years</li> <li>• Review effectiveness of activities for each project</li> </ul>
<p>Compliance with all applicable portions of the Brown Act</p>	<p>Conduct meetings that are open to the public at convenient and accessible locations that meet all requirements of the Brown Act</p>	<ul style="list-style-type: none"> <li>• Use Public Participation Plan and Brown Act for applicable compliance requirements</li> <li>• Agendas and items for discussion distributed one week prior to meetings</li> </ul>

# Required Activities

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PUBLIC INVOLVEMENT ACTIVITIES	APPLICABLE PROGRAM/ PROJECT
<b>Americans with Disabilities Act</b>	<ul style="list-style-type: none"> <li>• MTP</li> <li>• TIPs</li> <li>• Air Quality/ Transportation Conformity</li> <li>• Special Projects</li> </ul>
<b>Native American Indian Tribal Governments</b>	<ul style="list-style-type: none"> <li>• MTP</li> <li>• TIPs</li> <li>• Air Quality/ Transportation Conformity</li> <li>• Special Projects</li> </ul>
<b>Environmental Justice Communities</b>	<ul style="list-style-type: none"> <li>• MTP</li> <li>• TIPs</li> <li>• Air Quality/ Transportation Conformity</li> <li>• Special Projects</li> </ul>

EVALUATION CRITERIA	PERFORMANCE GOALS	METHODS TO MEET GOALS
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Compliance with all applicable portions of the Americans with Disabilities Act

Conduct meetings that are held in accessible locations and meet all requirements of the Americans with Disabilities Act

Ensure wheelchair accessibility, elevators with floor numbers posted in Braille, communication devices for the hearing impaired and sign language interpreters shall be made available upon request

Attendance; input received

Involve Indian tribal governments in the development of the metropolitan transportation plan and the TIP

- Inform Indian tribal governments and encourage input on SACOG projects and programs
- Invite participation of Indian tribal members on the various advisory committees
- Distribute agendas to Indian tribal governments
- Consultative communication with Indian tribal representatives during MTP and TIP

Attendance; input received

Obtain input and feedback from low-income and minority groups, especially those that are considered underrepresented.

Engage Environmental Justice communities early in the planning process.

- Special outreach to environmental justice groups encouraging them to participate in the planning process.
- Seek feedback from underrepresented groups.
- Provide culturally appropriate materials in different languages.

# Optional Activities

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PUBLIC INVOLVEMENT ACTIVITIES	APPLICABLE PROGRAM/ PROJECT
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**Public Meetings, Workshops and Open Houses**

- MTP
- TIPs
- Special Projects

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**Interactive Resident Planner Workshops**

- MTP
- Special Projects

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**Special Advisory Committees**

- MTP
- TIPs
- Air Quality/ Transportation Conformity
- Special Projects

EVALUATION CRITERIA	PERFORMANCE GOALS	METHODS TO MEET GOALS
Attendance; input received	Present information to the public and obtain informal input from residents early on in the planning process	<ul style="list-style-type: none"> <li>• 15-day notice via website, project printed materials and media (See MTIP specific noticing—pages 50–51)</li> <li>• Meetings at convenient and accessible locations</li> <li>• Visualization techniques used (where feasible)</li> <li>• Work with other agencies, community-based organizations and others to identify groups for outreach</li> </ul>
Attendance; input received	Recruit participants representing various interests and transportation modes. Address policy questions and gather qualitative feedback	<ul style="list-style-type: none"> <li>• 15-day notice via website, project printed materials and media (See MTIP specific noticing—pages 50–51)</li> <li>• Meetings at convenient and accessible locations</li> <li>• Visualization techniques used (where feasible)</li> <li>• Work with other agencies, community-based organizations and others to identify groups for outreach</li> </ul>
Attendance; input received	Encourage participation of all interest groups and residents of the region	<ul style="list-style-type: none"> <li>• Communicate meeting time, location and topics in project materials (in addition to regular notification)</li> <li>• Meetings at convenient and accessible locations</li> <li>• Work with other agencies, community-based organizations and others to identify groups for outreach</li> </ul>

# Optional Activities

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PUBLIC INVOLVEMENT ACTIVITIES	APPLICABLE PROGRAM/ PROJECT
<b>Focus Groups</b>	<ul style="list-style-type: none"> <li>• MTP</li> <li>• TIPs</li> <li>• Special Projects</li> </ul>
<b>Media Strategies</b>	<ul style="list-style-type: none"> <li>• MTP</li> <li>• TIPs</li> <li>• Special Projects</li> </ul>
<b>Newsletters</b>	<ul style="list-style-type: none"> <li>• MTP</li> <li>• TIPs</li> <li>• Air Quality/ Transportation Conformity</li> <li>• Special Projects</li> </ul>
<b>Information via Internet</b>	<ul style="list-style-type: none"> <li>• MTP</li> <li>• TIPs</li> <li>• Air Quality/ Transportation Conformity</li> <li>• Special Projects</li> </ul>

EVALUATION CRITERIA	PERFORMANCE GOALS	METHODS TO MEET GOALS
Attendance; input received	Seek detailed feedback from a broad cross-section of the region	<ul style="list-style-type: none"> <li>• Work with other agencies, community-based organizations and others to identify groups for outreach</li> <li>• Use interactive activities or open-ended questions to gather detailed feedback</li> </ul>
Print, TV and radio coverage	Seek coverage from media outlets that reach the target audience	<ul style="list-style-type: none"> <li>• Press releases to media list</li> <li>• Identify targeted media outreach</li> </ul>
Number of persons reached; input received	Reach local government elected officials, key agencies and organizations, media contacts, chambers of commerce, and interested individuals	<ul style="list-style-type: none"> <li>• Articles in <i>Regional Report</i></li> <li>• Special newsletters as appropriate</li> </ul>
Website traffic data; input received	Make general information available to the public and receive comments from the public	<ul style="list-style-type: none"> <li>• Develop project website</li> <li>• Regularly post information</li> </ul>

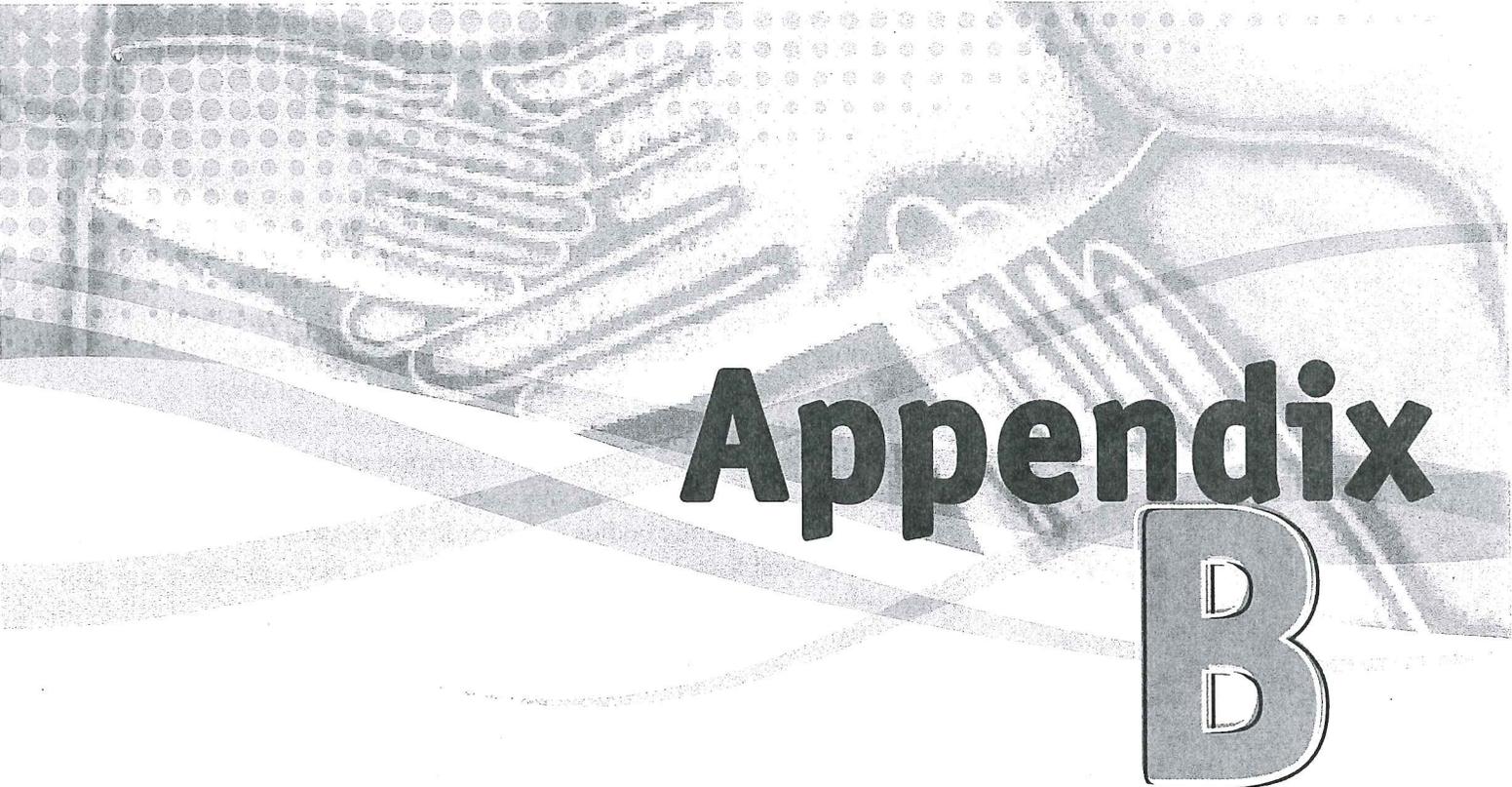
# Optional Activities

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PUBLIC INVOLVEMENT ACTIVITIES	APPLICABLE PROGRAM/ PROJECT
<b>Speaker's Bureau</b>	<ul style="list-style-type: none"> <li>• MTP</li> <li>• TIPs</li> <li>• Air Quality/ Transportation Conformity</li> <li>• Special Projects</li> </ul>
<b>Public Attitudes Surveys</b>	<ul style="list-style-type: none"> <li>• MTP</li> <li>• Special Projects</li> </ul>
<b>Miscellaneous Video Presentations</b>	<ul style="list-style-type: none"> <li>• MTP</li> <li>• TIPs</li> <li>• Air Quality/ Transportation Conformity</li> <li>• Special Projects</li> </ul>
<b>Miscellaneous Activities (e.g. Transportation and Environmental Fairs)</b>	<ul style="list-style-type: none"> <li>• MTP</li> <li>• TIPs</li> <li>• Air Quality/ Transportation Conformity</li> <li>• Special Projects</li> </ul>

EVALUATION CRITERIA	PERFORMANCE GOALS	METHODS TO MEET GOALS
Number of persons reached; input received	Schedule speakers to present for any groups interested in learning about what SACOG is doing in the region	<ul style="list-style-type: none"> <li>• Work with other agencies, community-based organizations and others to identify groups for outreach</li> <li>• Use interactive activities or open-ended questions to gather detailed feedback</li> </ul>
Number of respondents; input received	50% of contacted persons participate in the survey OR 20% of mail recipients return the survey	Distribute surveys to self-identified interested parties and workshop participants
Number of persons reached; input received	Make general information available to groups interested in learning about the projects in our region and receive comments	Typically used for major projects, when funding is available
Number of persons reached; input received	Make general information available to the public and receive comments from the public	<ul style="list-style-type: none"> <li>• Work with other agencies and community-based organizations to identify appropriate fairs for public education</li> <li>• Provide project information for distribution</li> </ul>





# Appendix B

The SACOG Board has established a number of advisory committees as a means of obtaining advice from residents, key interest groups in the community, and partner planning agencies on a variety of subjects. SACOG seeks advice from local agencies on transportation and land use plan content and investment decisions. SACOG works not only with the agency staff, but with governing boards, technical committees, and advisory committees. These advisory committees typically include representatives of citizen' advocacy groups, the private sector, major colleges and universities, transportation management professionals, and unaffiliated private citizens. Committees are augmented, restructured, added to, or discharged from time to time based upon the issues and concerns faced by the Board. Currently these committees are:

## Advisory Committees

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### **Bicycle and Pedestrian Advisory Committee:**

A committee of about 80 members made up of representatives from local bicycle advocacy groups as well as local government and nonprofit groups involved in bikeway planning. The committee advises SACOG on the non-motorized content of the Metropolitan Transportation Plan and on priorities for non-motorized projects. SACOG Staff: Lacey Symons (meets quarterly)

### **5310 Regional Evaluation Committee**

The role of the Committee is to objectively review and score local project applications for the FTA Section 5310 (Transportation for Elderly Persons and Persons with Disabilities) Capital Grant Program. The program provides funds on a statewide competitive basis for the purchase of equipment to transport elderly and disabled persons. Eligible applicants are private, nonprofit organizations and public bodies that coordinate transportation service. The established scoring criteria are project need, project effectiveness, ability of the applicant, and service coordination efforts. SACOG Staff: Barbara VaughanBechtold (meets annually)

### **Goods Movement Advisory Group**

The movement of goods or freight has always been one of the most important functions of the transportation system and, of vital importance to the health of the economy and to ensuring a high quality of life. SACOG works with the region's jurisdictions as well as other state and local agencies and the private sector through its Goods Movement Advisory Group (GMAG) to make certain that planning for goods movement is incorporated into the overall transportation planning process. SACOG looks to build on the work of the recently completed Regional Goods Movement Study to identify specific projects and areas of study to evaluate further. The GMAG serves as both an advisory committee for these activities as well as a regional forum for goods movement issues. SACOG Staff: Mark Heiman (meets quarterly and as needed)

### **GIS Coordination Committee**

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

both minority and majority opinions will both be presented. All SACOG member jurisdictions and partner agencies are eligible for membership in the Committee. SACOG Staff: Joe Concannon (meets quarterly and as needed)

### **Planners Committee**

This twenty-eight-member committee consists of the planning directors (or their designees) of each of SACOG's member jurisdictions. The committee was originally formed to advise SACOG on the development of the Blueprint Project, and is now advising on Blueprint implementation and the Regional Housing Needs Allocation process. SACOG Staff: Greg Chew (meets on call)

### **Regional Planning Partnership**

This is a committee with close to 100 representatives from local, regional, state and federal agencies, and tribal governments, as well as representatives of business, environmental, and minority organizations and associations. The Partnership assists SACOG with its transportation and air quality planning responsibilities. It also serves as the primary forum for interagency and public consultation requirements of federal transportation and air quality regulations. SACOG Staff: Lacey Symons (meets monthly)

### **SACMET Travel Demand Model Technical Advisory Committee (TAC)**

The SACMET TAC is composed of planning and engineering professionals from local public agencies, as well as consultants and others who are registered users of the SACMET travel demand model. The TAC has two roles: One is to provide SACMET users with training and technical support on the model; the other is to provide a forum for discussion of issues related to SACMET. Proposed SACMET changes and improvements, and the results of changes and improvements made, are presented for information and discussion. Modeling issues of a more general nature, but germane to SACMET or the Sacramento region, are also discussed. SACMET TAC mailings go to about 50 people. SACOG Staff: Bruce Griesenbeck (meets as needed)

### **Sacramento Emergency Clean Air and Transportation (SECAT) Technical Advisory Committee**

SECAT is an eleven-member committee consisting of representatives from each of the air districts within the Sacramento Federal Ozone Nonattainment Area, Federal Highway Administration, U.S. Environmental Protection Agency, Air Resources Board, Caltrans, and SACOG. The committee advises the SECAT Policy Group on guidelines and criteria for evaluating and approving projects under the SECAT program. SACOG Staff: Matt Carpenter (meets on call)

### **Social Service Transportation Advisory Council**

Three councils have been established – one each for Sacramento and Yolo counties, and a joint Sutter-Yuba county council. Each council is composed of potential transit users who are elderly or disabled; representatives of agencies that provide social services or transportation for seniors, disabled, and low-income persons; representatives from the local Consolidated Transportation Services Agency; and a representative of a transit operator. Each council participates in the identification of transit needs in the county it serves; makes recommendations regarding unmet transit needs; and advises the Board on other major transportation issues, including the coordination and consolidation of specialized transportation services. These councils are required by state law. SACOG Staff: Barbara VaughanBechtold (meets on call)

### **Transit Coordinating Committee**

The Committee provides a forum for the discussion of transit plans and issues, coordinates transit studies and systems on a regional basis, disseminates federal, state and local transit information, reviews and comments on the MTP and the MTIP, and gives input into SACOG's Overall Work Program. SACOG Staff: Barbara VaughanBechtold (meets on call and quarterly)

### **Transportation Demand Management Task Force**

The Task Force advises the SACOG Board of Directors on the operations and marketing of the Rideshare Program and on the demand management content of the MTP. SACOG Staff: A.J. Tendick (Meets on call)

# Ad Hoc Committees

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## **AD HOC COMMITTEES**

Occasionally, projects of great significance warrant the formation of committees of stakeholders or groups. In these circumstances, the Board has appointed special committees to assist in guiding efforts on these projects. Currently the following are active ad hoc Committees:

### **ADA Compliance Committee**

This five-member committee is composed of an elected official and representatives from the following sectors: disabled, business or non-profit, education, and health/medical. The committee reviews unresolved ADA-related complaints, requests or suggestions from disabled persons regarding access to and participation in public facilities, services, activities, and functions of SACOG.

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

This is a committee made up of members from many of SACOG's advisory committees, such as the Transit Coordinating Committee, Regional Planning Partnership, Transportation Demand Management Task Force, etc., who review the grant applications for the Community Design Grant Program. SACOG Staff: Greg Chew (meets bi-annually)

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

The ITS partnership is a forum for technical staff to share information, coordinate on project planning and implementation, and provide advice and input to SACOG on ITS funding advocacy efforts. SACOG Staff: Mark Heiman

### **Public Participation Working Group**

This is a committee made up of members of organizations required under SAFETEA-LU and includes representatives of the disabled, pedestrian walkways, bicycle transportation, public agencies, transit operators, goods movement, private providers of transportation and other interested parties. SACOG Staff: Monica Hernández (meets as needed)

## **SACOG PARTICIPATION IN OTHER PUBLIC/PRIVATE EFFORTS IN REGIONAL PLANNING-RELATED ISSUES**

Cooperation and coordination in transportation and air quality issues with other agencies or groups is obtained through participation in the following activities and organizations:

### **Liaison to Local Transportation Planning Agencies**

SACOG maintains liaisons with each city and county and with other transportation agencies throughout the region to help coordinate transportation planning and programming and to facilitate information exchange. In some cases, SACOG liaisons serve on both the technical and advisory committees. SACOG maintains liaisons with the following:

- Yolo County Transportation District (YCTD)
- Sacramento Transportation Authority (STA)
- Placer County Transportation Planning Agency (PCTPA) as the RTPA for Placer County
- El Dorado County Transportation Commission (EDCTC) as the RTPA for El Dorado County
- Yolo County Transportation Advisory Committee
- Sacramento Regional Transit District (RT)
- Tahoe Regional Planning Agency (TRPA)
- Transportation Management Associations (TMAs)
- Caltrans District 3
- Paratransit, Inc.
- Air Districts—5 districts within the Sacramento Air Quality Planning Area
- Transit Operators—14 regional operators
- Native American Indian Governments

### **California Federal Programming Group**

The purpose of this group is to facilitate integration, improvement, and maintenance of state and local databases used in transportation programming and discussion of federal programming issues. The group's membership includes representatives from Caltrans and several MPOs across the state. (meets as needed)

### **California Service Authority for Freeways and Expressways (SAFE) Committee**

SACOG serves on the California SAFE Committee for the counties of Sacramento, Glenn, El Dorado, Sutter, Yuba, Yolo, and San Joaquin. The committee is composed of SAFE project managers from all SAFE counties, Caltrans and the California Highway Patrol. The committee meets approximately every other month to discuss statewide and local call-box program issues.

### **Caltrans Regional Coordination Committee**

Caltrans and regional agency representatives meet bimonthly to discuss issues of mutual interest and to forge partnerships for common benefit on state and federal legislation and regulatory matters. SACOG management participates regularly in these meetings.

### **Capitol Corridor Joint Powers Authority (CCJPA)**

SACOG continues to be active in the work of the CCJPA which administers the Auburn-Sacramento-Oakland-San Jose (Capitol Corridor) rail service. SACOG is a member of the Staff Coordinating Group (SCG) formed to advise the CCJPA Board on the Capitol Corridor service and attends regularly both the SCG and Board meetings.

### **Central Valley Rail Committee**

The counties of Sacramento, San Joaquin, and Stanislaus have formed a committee to coordinate rail planning activities in their jurisdictions. This committee meets in Stockton; SACOG attends the meetings as appropriate.

### **Cleaner Air Partnership**

The Cleaner Air Partnership was formed in 1986 as a joint project of Valley Vision, Breathe California of Sacramento-Emigrant Trails and the Sacramento Metropolitan Chamber of Commerce. It is a private/public regional coalition working to solve the ozone problem in the Sacramento metropolitan area by reducing transportation-related emissions. The objectives are to attain air standards for health and economic growth and to avoid business disincentives that occur when an area is unable to achieve clean air standards. The Partnership has achieved a community consensus for new air quality programs, resulting in shifts of opinion and travel behavior; participation by business in clean air programs; innovative public education programs; and the highest per capita participation in clean alternative fuels and vehicles in the nation.

### **Green Valley Alliance**

SACOG has participated in a public-private effort to preserve open space, including agricultural land, in the Sacramento region. Known as the Green Valley Initiative, this effort emerged from the Regional Economic Cluster Project convened by several public and private organizations and is now a joint project of the Regional Action Partnership and Valley Vision. Staff has contributed land use data and growth forecasts to the project and provided some assistance in meeting logistics, writing, and editing.

### **Public Works Director's Committee**

The committee provides a forum for the discussion of transportation (roads and highways/freeways) plans and issues, coordinates transportation studies and systems on a regional basis, disseminates federal, state and local transportation information, reviews and comments on the MTP and the MTIP, and gives input into SACOG's Overall Work Program (meets quarterly)

### **Regional Managers Forum**

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

### **Regional Transportation Planning Agencies Group**

Membership is composed of state-designated regional transportation planning agencies (RTPAs). The group meets in conjunction with the California Transportation Commission (CTC) and coordinates the regional agencies' responses to the development and implementation of state transportation policy.

### **Rural Counties Task Force**

The task force consists of representatives from rural counties who meet to discuss transportation issues affecting rural areas and to provide input to California Transportation Commission (CTC) deliberations of rural issues.

### **Sacramento-Placerville Transportation Corridor Joint Powers Authority**

The SACOG Executive Director participates as an ex-officio member of the JPA. The JPA was created to coordinate the efforts of Sacramento County, Sacramento Regional Transit District, the City of Folsom, and El Dorado County in the acquisition, use, and preservation of the railroad right-of-way between the cities of Sacramento, Folsom, and Placerville.

### **San Joaquin Valley Rail Committee**

SACOG participates in the work of the San Joaquin Valley Rail Committee as appropriate. While the agency does not participate as actively in the San Joaquin Valley Rail Committee's activities as it does in the Capitol Corridor and Regional Rail efforts, SACOG recognizes the value of the San Joaquin service to the region and fully supports Caltrans' efforts to build ridership and revenues on this important line. SACOG attends these meetings when feasible.

### **Valley Vision**

The goal of Valley Vision is to help the region develop in a manner that creates business opportunities, benefits public health and safety, and preserves and enhances our environment and our way of life. Valley Vision serves as a catalyst to energize and help residents in the region to reach consensus on a bold vision for our future. Since formulating a vision begins with knowledge, they conduct research on the critical problems confronting the region and serve as a clearinghouse for data and information that support regional efforts. Valley Vision supported the Blueprint project and MTP2035 by recruiting a broad diversity of participation in public workshops.

**Acronyms . . Name**

ADA . . . . .	Americans with Disabilities Act
ARB . . . . .	California Air Resources Board
CALTRANS . . . . .	California Department of Transportation
CCJPA . . . . .	Capitol Corridor Joint Powers Authority
CEQA . . . . .	California Environmental Quality Act
CFR . . . . .	Code of Federal Regulations
CTC . . . . .	California Transportation Commission
EDCTC . . . . .	El Dorado County Transportation Commission
EPA . . . . .	Environmental Protection Agency
FHWA . . . . .	Federal Highway Administration
FTA . . . . .	Federal Transit Administration
GIS . . . . .	Geographic Information System
ISTEA . . . . .	Intermodal Surface Transportation Efficiency Act
ITS . . . . .	Intelligent Transportation Systems
JPA . . . . .	Joint Powers Authority
MPO . . . . .	Metropolitan Planning Organization
MTIP . . . . .	Metropolitan Transportation Improvement Program
MTP . . . . .	Metropolitan Transportation Plan
PCTPA . . . . .	Placer County Transportation Planning Agency
PPP . . . . .	Public Participation Plan
RPP . . . . .	Regional Planning Partnership
RT . . . . .	Sacramento Regional Transit District
RTPA . . . . .	Regional Transportation Planning Agency
SACMET . . . . .	Sacramento Metropolitan Travel Demand Model
SACMET TAC . . . . .	SACMET Technical Advisory Committee
SACOG . . . . .	Sacramento Area Council of Governments
SAFE . . . . .	Service Authority for Freeways and Expressways
SAFETEA-LU . . . . .	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
SECAT . . . . .	Sacramento Emergency Clean Air and Transportation
STA . . . . .	Sacramento Transportation Authority
TIP . . . . .	Transportation Improvement Program
TCC . . . . .	Transit Coordinating Committee
TDD . . . . .	Telecommunications Device for the Deaf
TDM . . . . .	Transportation Demand Management
TMA . . . . .	Transportation Management Association
TRPA . . . . .	Tahoe Regional Planning Agency
YCTD . . . . .	Yolo County Transportation District

# Acronyms

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*Page numbers indicate where in the Public Participation Plan the first reference to the acronym appears.*

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# Glossary

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**Ad hoc Committee**—a temporary committee used when a topic or plan needs consideration and no standing committee within SACOG currently works on topic or plan

**Air Quality Conformity**—process which ensures federal funding and approval goes to transportation activities that are consistent with air quality goals for the region

**Americans with Disabilities Act (ADA)**—prohibits discrimination on the basis of disability in employment, State and local government, public accommodations, commercial facilities, transportation, and telecommunications

**California Relay Service**—provides specially-trained operators to relay telephone conversations back and forth between people who are deaf, hard of hearing, or speech-disabled and those they wish to communicate with by telephone

**Code of Federal Regulations (CFR)**—is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government

**Consolidated Response**—When individual contacts are not feasible due to the large volume of input received, staff will consolidate comments into general categories and document key themes identified in the public involvement process. This consolidated response will be available through regularly published newsletters, SACOG's website, in reports and publications describing how projects are progressing, and made available to members of policy committees and the SACOG Board through staff reports and analysis

**Direct Response**—SACOG staff will send each individual or organization that provides significant comments a letter explaining how their comments were considered and shared with project staff and decision makers

**Environmental Justice**—Executive Order 12898 requires federal agencies to identify and address, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations in the United States

# Glossary

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**Environmental Protection Agency (EPA)**—federal agency which reviews air quality conformity analysis and advises Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) regarding approval of air quality conformity

**Interagency Consultation Procedure**—process by which SACOG consults with partner agencies on projects, programs or plans

**Geographic Information Systems (GIS)**—integrates hardware, software, and data for capturing, managing, analyzing, and displaying all forms of geographically referenced information. GIS allows us to view, understand, question, interpret, and visualize data in many ways that reveal relationships, patterns, and trends in the form of maps, globes, reports, and charts. A GIS helps us answer questions and solve problems by looking at our data in a way that is quickly understood and easily shared.

**Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA)**—highway and transit funding with collaborative planning requirements, giving significant additional powers to metropolitan planning organizations

**Low-income Populations**—defined as persons whose household income (or in the case of a community or group, whose median household income) is at or below the U.S. Department of Health and Human Services poverty guidelines, with those at 80 percent of median income classified as low income and those at 50 percent of median income classified as very-low income

**Metropolitan Planning Organization (MPO)**—transportation policy-making organization made up of representatives from local government and transportation authorities. Congress created MPOs in order to ensure that existing and future expenditures for transportation projects and programs are based on a continuing, cooperative and comprehensive (“3-C”) planning process. Federal funding for transportation projects and programs are channeled through this planning process. SACOG is the MPO for the six-county region.

# Glossary

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**Metropolitan Transportation Improvement Program (MTIP)**—federally required document that is a comprehensive, multi-year transportation spending plan for the region that lists every transportation project that will receive funds or is subject to federally required action, such as a review of air quality impact. The MTIP is updated every two years.

**Metropolitan Transportation Plan (MTP)**—regional transportation plan for a minimum of 25 year period. Updated every four years, it is based on projections of growth in population and travel demand coupled with financial projections. The MTP is required by state and federal law.

**Metropolitan Transportation Plan for 2035 (MTP2035)**—28-year plan for transportation improvements in the SACOG six-county region based on projections for growth in population, housing and jobs

**Minority Populations**—defined as Black/African-American, Hispanic, Asian/Pacific Islander, American Indian and Alaskan Native

**Public Participation Plan (PPP)**—federally required document to guide staff and members of the public on required and optional public involvement in transportation planning

**The Ralph M. Brown Act**—authored by California Assemblyman Ralph M. Brown, was enacted in 1953 by the State Legislature in an effort to safeguard the public's ability to obtain access to and participate in local government meetings and deliberations

**Rideshare Program**—focuses on the movement of people—rather than motor vehicles—through the promotion of “alternative travel modes” such as carpooling, vanpooling, public transit, bicycling and walking. It also includes the promotion of telecommuting and alternative work schedules through public education and incentive campaigns

**SACOG**—Sacramento Area Council of Governments

**Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)**—authorizes the Federal surface transportation programs for highways, highway safety, and transit for the 5-year period 2005-2009

# Glossary

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**Stakeholder Groups**—members of the public, partner agencies, advocacy groups or public and private employers that may have interest in or be affected by a project, program or plan

**Title VI of the Civil Rights Act of 1964**—prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance

**Transportation Conformity**—Clean Air Act requirement that serves as a bridge to connect air quality and transportation planning activities

**State Transportation Improvement Program (STIP)**—list of projects the California Transportation Commission (CTC) has approved for state funding. The STIP is updated every two years and covers a five year span.

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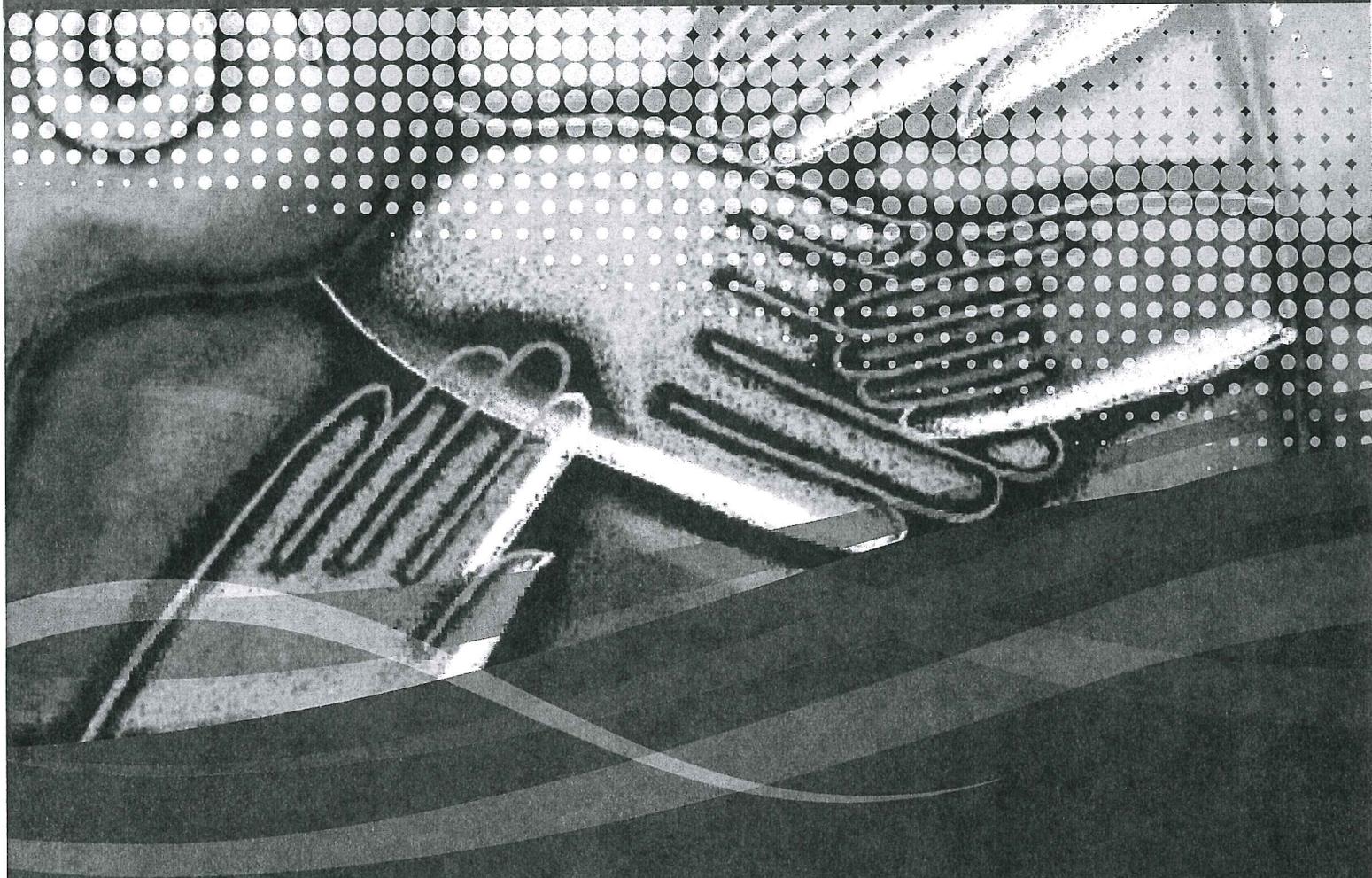
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S A C O G

Sacramento Area  
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## ATTACHMENT D

### SACRAMENTO REGION CONSORTIUM

### SUSTAINABLE COMMUNITIES PLANNING GRANT PROJECT

#### *Improving Our Planning*

In early 2010, the SACOG Board of Directors adopted a new, draft growth projection for the region, prepared by Stephen Levy at the Center for Continuing Study of the California Economy. Although the revised forecast still calls for substantial growth in the Sacramento region compared to the other large metropolitan areas in the state, it has a slower growth rate than the current Metropolitan Transportation Plan (MTP2035). Projected population in 2035 has been reduced by 194,000 people, projected new jobs by 200,000 and projected new demand for housing units by 150,000.

Given these revised growth projections SACOG, along with its 28 local governments, 13 transit operators and the State Department of Transportation is updating the financial plan that underpins the current MTP, and will form the foundation for the updated MTP. The region's recession has led to an unprecedented decline in local and state revenues for transportation and it is anticipated to have long-term impacts. Preliminary revenue projections for the next 25 years suggest that slower growth in the region and the state's chronic budget deficit will challenge us to meet critical transportation investment needs. Less than 20% of projected transportation revenues in the region will come from relatively stable federal sources so pressure may increase on local governments and transit districts to consider a series of new fees, more service reductions, and taxes that may pit transportation needs against other community investment needs and strain household budgets for those who can least afford it.

Less growth and less money to spend means that it is essential that the region make the very best decisions possible. The economic stress in the region necessitates top-rate decision making. The silver lining is that when economic abundance is the norm the lack of a sense of urgency can lead to subpar decision making. We do not have that luxury in the current environment. We must focus and align our priorities to ensure that every public investment delivers specific, measurable results. **Specific areas that the consortium, as part of SACOG's MTP Update, will work on include:**

- Develop and adopt a Sustainable Communities Strategy (SCS) that meets or exceeds the 7% by 2020 and 16% by 2035 greenhouse gas emissions reduction targets for the region established by the California Air Resources Board
- Develop strategies for economic development that create transit supportive land uses and new investment in Transit Priority Areas (TPAs), as defined in Senate Bill 375. As they are implemented, the strategies will serve multiple goals, including higher transit ridership and fare box recovery rates, and expanded housing, employment and quality of life for all segments of our region's population
- Specifically reassess the housing product mix in the current MTP to determine whether market, demographic and other considerations warrant further increases in the percentage of future housing built in an attached and small-lot, single family formats in order to create greater choice in the market
- Expand the purposeful linkage between the MTP and the region's current housing plan, the Regional Housing Needs Plan (RHNP), to further optimize the cross-cutting impacts of the two documents
- For the first time, analyze the linkages between various local, state and federal housing production programs and the regional MTP and RHNP and better integrate these documents together
- Broaden the number and type entities participating in the region's sustainability and quality of life initiatives through the creation of the Sacramento Regional Consortium. Through this project, new stakeholders from water, sewer and electrical utilities will work with SACOG to assess and plan for sustainable communities.

- Expand the range of impacts that are analyzed, and the range of people who are involved in the process, as implementation plans are developed for the TPAs
- Comprehensively analyze the impacts on natural resources of the next MTP and integrate the MTP planning with the plans and regulatory processes of the federal resource agencies.
- Take maximum advantage of the CEQA regulatory streamlining benefits for higher density housing and mixed use projects that are available through SB 375.

A regional compact development pattern will not be realized with just an inside-out strategy. An outside-in strategy also will be needed. The success of transit-supportive development in urban areas is dependent in part on the successful protection and conservation of the region's natural resources, and vice versa. Geographically, most of the natural resources, agricultural and water resources issues are on the current urban edge of the SACOG region. All of our analysis for the Blueprint and MTP indicates that smart growth in this region will require smart, new greenfield development as well as infill and redevelopment. The location of this greenfield development will determine whether we have leapfrog and sprawl development, or a concentrated urban pattern that is possible to efficiently serve with transit and other infrastructure. It is essential that the region succeed in completing these various natural resources planning efforts so that it is possible to enable both the adjacent urban development that is needed as well as protect the high value resources.

### ***Partnerships through the Sacramento Regional Consortium***

The Sacramento region has a proven track record of involving broadly representative groups of residents and stakeholders to develop and implement innovative regional plans. We will build on those successful strategies. At the outset of the current MTP cycle, SACOG met with 16 focus groups, including affordable housing; development; water; agriculture; education; state and federal agencies; goods and freight movement; climate action planners; environment and transportation advocates; social equity, public health and human services; clean energy; economy and philanthropy; faith- and community- based organizations; senior and aging populations; and redevelopment and community development to provide input on greenhouse gas targets, MTP scenarios, performance metrics, and provide advice on how to effectively involve their constituents in the process. These focus groups included a broad list of stakeholders, in part because we had been following the development of Sustainable Communities Partnership and its advance NOFA process with PolicyLink and agreed that its focus broad participation could help us improve our past involvement processes even further. SACOG followed the focus groups with nine subregional interactive workshops in October 2010 for the general public seeking input on three alternative SCS scenarios. All of that input will provide a broad and deep foundation to build upon when the project activities proposed here start in January 2011.

Future transportation funding decisions in the region represent one of the most direct leveraged resources that will make up the Regional Plan for Sustainable Development. SACOG expects its next MTP to determine approximately \$35 billion in local, regional, state and federally funded transportation investments through 2035. The Regional Plan for Sustainable Development will be enhanced through partnerships with public, private, and nonprofit sectors to examine issues of economic development, social equity, environmental protection, and sustainable growth. These partnerships will help build capacity and share knowledge across the region, with researchers and academics working to increase the region's awareness of its economic assets, and business and government working to develop strategies for activating economic potential.

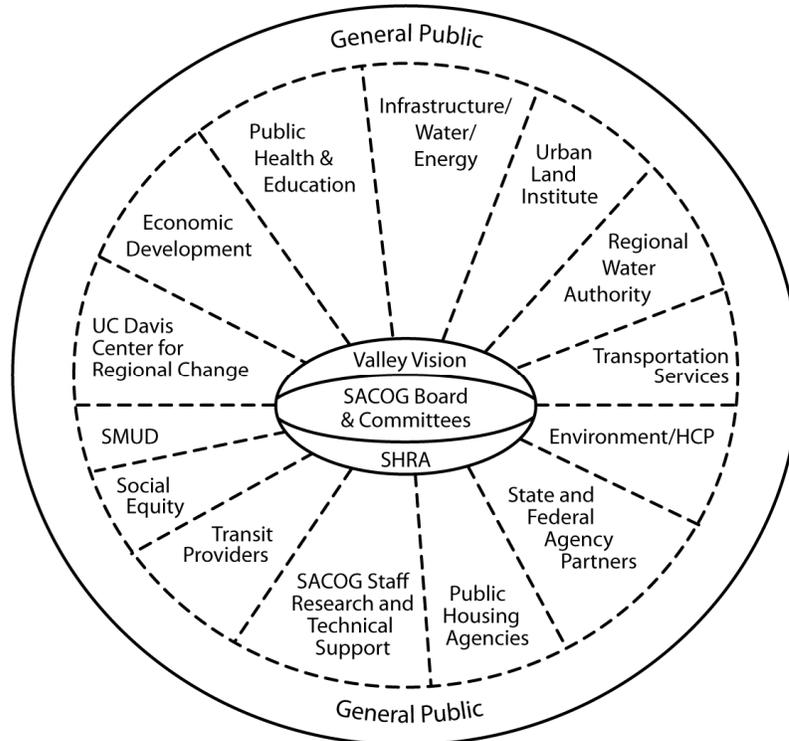
The Consortium development process will build on SACOG's adopted Public Participation Plan (PPP) to design a process that is both inclusive and effective at providing input in a timely manner to impact the SCS and RHNP to be adopted by April 2012, and is consistent with state and federal requirements. The Consortium composition will include economic development, social equity, housing, infrastructure, transportation and other interests. Members of the public will be encouraged to participate in the Consortium across interest areas. Specific outreach will be made to Tribal governments in this region, to encourage participation on the Consortium.

**Governance and Management  
Consortium Structure**

SACOG’s Board of Directors is the decision-making body convening the Consortium and undertaking the work to develop the Regional Plan for Sustainable Development. The Consortium will be led by a Steering Committee representing a diversity of interest groups and experience to advise the project work plan. Throughout the project, stakeholders from a broad cross section of interests and members from the general public will be invited to monthly meetings of Sacramento Regional Consortium. Members of the Consortium Steering Committee will summarize the progress to date and take comments on the next phase of work to develop the region’s first Regional Plan for Sustainable Development. SACOG will develop and maintain an interactive website dedicated to communication the Consortium work activities—past, ongoing, and future. The website will include audio or video record of the meetings, documents related to project, meeting notes, work updates, and educational materials.

SACOG’s Board of Directors consists of elected officials from 28 local governments including 22 cities and six counties, with three representatives from the county of Sacramento and two from the city of Sacramento, representing the greatest concentration of population for the region. The direct representation on the SACOG Board by local governments from each of the six counties and 22 cities is not always found in other councils of governments and MPOs around country. Each of SACOG’s members will be asked to sign the Consortium agreement. The full SACOG Board supports this project and the project’s geographic scope covers the full region. As a combined council of governments and MPO, SACOG provides services on behalf of all local governments to improve the quality of life in the Sacramento region.

The diagram below illustrates that while the SACOG Board of Directors is the decision making body, the Sacramento Regional Consortium will be advised by a broad group of interests through regular meetings open to all stakeholders. Through the development of the Regional Plan for Sustainable Development, the SACOG region will be building the constituency that will ultimately make up the Sacramento Regional Consortium.



**SACOG Board & Committees**  
elected officials from 28 local governments  
with input from local government staff

### ***Consortium Roles***

The Consortium Steering Committee, on behalf of the entire Consortium, will regularly update the public and other interested entities about the work of the Consortium and its progress in developing and implementing Regional Plan for Sustainable Development through regular public meetings and other outreach activities. These meetings will be noticed to the full Consortium, but may only have the attendance of certain participants as meeting notes will be made publicly available. Noticing for meetings and correspondence shall be consistent with SACOG's PPP. Defining an effective method for input from social equity and environmental justice interests will be a particular focus of the Consortium from the outset.

### ***Consortium Steering Committee Members***

**SACOG** will serve as the hub for coordinating the public, private, and nonprofit groups involved in executing the regional plan. Local government staff will be involved in the development of the work activities necessary to execute the Regional Plan for Sustainable Development. Local governments will also work on their end to continue the work necessary to implement the plan in their jurisdictions, through Transit Priority Area Action Plans and other mechanisms. SACOG will share input with participants of the Consortium observing the unique governance structure of partner agencies and organizations and informing all parties of the benefits of integrated planning.

**Sacramento Housing and Redevelopment Agency (SHRA)** serves as deputy project manager as we develop the Regional Plan for Sustainable Development. SHRA is a joint powers authority serving as the housing authority and redevelopment agency for the city and county of Sacramento and the leading public investor of affordable housing with residential and commercial revitalization activities in 16 redevelopment areas, a 2010 budget of \$269 million with 2,930 public housing units and 11,449 housing choice vouchers. Community development activities include economic development, affordable housing policy and production, and reinvestment in lower income communities to improve the quality of life for Sacramento's residents. SHRA will work within the consortium to facilitate collaboration between regional public housing authorities (PHAs), jurisdictions, and broader housing community to conduct the analysis of impediments to fair housing and most of the work elements needed to complete the Enhanced Regional Housing Plan.

**Valley Vision** is a nonprofit association working to secure the social, environmental and economic health of the Sacramento region. Founded in 1994, the organization is committed to regional problem-solving as well as impartial research for sound decision making. Valley Vision partners with a broad cross-section of the region's leadership from business, government, agriculture, the environmental community, organized labor, education, utilities and the nonprofit sector to develop coalitions, strategies and specific actions that improve quality of life in the Sacramento region. Valley Vision served as civic engagement partner with SACOG for the original Blueprint Visioning Project, the development of the Metropolitan Transportation Plan for 2035, and the Rural-Urban Connections Strategy. Valley Vision will develop key stakeholders who can help leverage critical regional economic assets including the Green Capital Alliance (a public-private partnership managed by Valley Vision), Sacramento Area Regional Technology Alliance, Sacramento Area Commerce and Trade Organization, the Sacramento Metro Chamber and all of our higher educational institutions (UC Davis, Sacramento State University, Los Rios Community College, Drexel University).

**Urban Land Institute (ULI)** is a nonprofit research and education organization serving as the preeminent, multidisciplinary real estate forum, for industry leaders and policy makers dedicated to creating better places. In the greater Sacramento area, ULI has assisted in the implementation of Transit Oriented Development with elected officials, public agency staff, agency commissioners, developers and others interested in creating change in our communities. ULI will work within the consortium to ensure broad representation and active engagement of stakeholders with highest level of education around critical issues related to healthy communities from both the private development and public community perspectives. They will also publish the results of the TPA screening process and TPA Action Plan Development as a case study.

**The University of California, Davis Center for Regional Change (CRC)** actively works across disciplines to break down silos and bridge divides to address social, economic, political and environmental dimensions of sustainability on community and regional scales. CRC conducts critical work on place-making with youth and environmental justice groups including affordable housing advocates and developers, transportation advocates and providers, organized labor, the faith community, and ethnic and age-related organizations with focus on objectives including: diverse communities with fair access to jobs, schools, transportation, and quality housing; walkable and accessible neighborhoods; investment in existing communities and infrastructure; preservation of working farms and ranches; and clean air, water and fresh food options. The CRC has core competencies in GIS and community-based mapping of social equity and environmental justice indicators as well as multiple method analysis of regional change. CRC will work with both data and outreach staff providing guidance, analysis and recommendations for social equity performance measures, appropriate material development, and assistance in the development of public workshops that are meaningful, engaging, and inclusive of the hardest to reach populations.

**Regional Water Authority (RWA)** is a joint powers authority that serves and represents the interests of 21 water providers in the greater Sacramento, Placer, El Dorado and Yolo counties to help protect and enhance the reliability, availability, affordability and quality of water resources. RWA consolidated several regional associations to promote collaboration and provide a unified voice on Northern California water issues including significant programs and services on a regional scale, for water efficiency, best management practices, and implementation of the American River Basin Regional Conjunctive Use Program. RWA's forward focus is on saving rate-payer dollars by pooling resources, providing a forum for regional policy development and collaboration, protecting surface water and groundwater rights to assure reliable future supplies, assistance with new state and federal regulations and security requirements, and developing and implementing a regional water master plan. RWA will facilitate participation from water purveyors, the sanitation district, electric utilities, as well as city and county jurisdictions in support of assessing adequate infrastructure and investment for high level of service to all parties in TPAs to encourage private and public investment in Regional Plan for Sustainable Development.

**The McKinley Group (MCK)** has assisted SACOG with natural resource preservation work with the Placer County Conservation Plan and South Sacramento County Habitat Conservation Plan processes as they conduct negotiations with federal agencies ahead of their final environmental review. The McKinley Group was also instrumental in work with the U.S. Army Corps of Engineers (USACE) to secure American Recovery and Reinvestment Act and other funding to develop a comprehensive aquatic resources inventory for SACOG's six county region. The McKinley Group will work with USACE, the U.S. Environmental Protection Agency and the U.S. Fish and Wildlife Service to obtain final approval for the Six County Aquatic Resources Inventory. The approval will include an examination of permitting strategies that can increase the certainty of the federal permitting processes. The McKinley Group will also facilitate discussions on the SCS/MTP environmental review with the federal and state regulatory agencies, and help with the development of mitigation measures for the MTP Environmental Impact Report (EIR).

### ***Work Plan***

A key focus of the activities is to significantly increase the opportunities for the economic development in existing and future transit corridors, most of which are in the inner areas of the region. This activity is closely aligned with regional housing planning. As indicated earlier, the state now requires SACOG to execute the RHNP in a manner that is consistent with the SCS, a component of the MTP. The method for integrating the RHNP with the SCS must be adopted concurrently with the MTP, with the specific market rate and affordable housing responsibilities for each of the 22 cities and six counties established by April 2012 and local government general plan housing elements amended for consistency no later than October 2013.

**Work Activity #1: Significantly increase opportunity for the construction of housing and employment opportunities in Transit Priority Areas in a manner that promotes social equity, inclusion, access to opportunity, public health, and neighborhood revitalization and reduces environmental impacts.**

*Overview*

The plan will maximize the performance benefits of higher amounts of housing and employment in TPAs in the SCS. We will use the grant funds to enhance and leverage the existing activities in the region's MTP update process. The enhancements to the MTP process will help the region build on the two pillars of Blueprint success: state-of-the-art information, and stakeholder-driven planning and robust public engagement.

The current MTP includes 163,000 acres of land within TPAs. In Fall 2010, SACOG held nine interactive workshops to gather input from residents, stakeholders and local governments on the pros and cons of three scenarios for the SCS. This past work will help to: refine the TPA component of the SCS for the MTP update, select priority areas within the TPAs to concentrate implementation planning and infrastructure investments, and develop Implementation Action Plans for at least four areas within the TPAs with a broadening range of stakeholders.

**Task 1.1: Establish Performance Metrics**

Existing performance metrics will be reviewed and expanded to support analysis conducted for the range of possible TPAs to identify the unique characteristics of subareas. At a minimum, the later analysis will address the issues listed below, with performance metrics developed prior to analysis to provide consistency, objectivity and clarity. SACOG has much of these data already, and will work with other partners to incorporate new data and collectively determine appropriate metrics.

- a. **Land use characteristics** (e.g., number/ type of dwellings and jobs; park and open space acres, schools). Both the top employers and top employment areas will be reviewed for accessibility by transit and auto travel to both current and forecasted households.
- b. **Housing, transportation & energy affordability** (i.e., share of income dedicated to these costs). The SACSIM transportation demand model will provide the consortium parcel level travel characteristics to help define the destinations that make up HUD's defined Livable Communities.
- c. **Demographic characteristics** (e.g., age, income, ethnicity, households with children). The UC Davis CRC will help apply and expand existing research on youth and social equity issues in the region that they have recently completed with funding from the Sierra Health Foundation and the California Endowment.
- d. **Infrastructure conditions** (e.g., current capacity and condition of water, sewer, energy and transportation infrastructure and the capacity of each type of infrastructure to support planned levels of growth) . The RWA and SMUD, the region's primary electric utility, will provide the core data for this analysis.
- e. **Environmental issues** (e.g., brownfields, exposure to air pollutants) SACOG's transportation forecasting tools helped defined some of the national standards for air quality analysis of mixed land use areas. All of these tools will help support informed decisions in the project.
- f. **Social equity and environmental justice considerations** (e.g. concentrations of poverty, economic opportunity, housing choice, gentrification effects, levels of physical activity and body mass index)
- g. **Employment and economic opportunities** (e.g., employment centers, redevelopment districts)

**End Product:** Report Performance Metrics for the SCS/MTP - June 2011 .(SACOG-1) (ULI-2)

## Task 1.2: Enhance Data and Analytical Tools

After identifying the performance metrics, the region will use grant funds to enhance its data and analysis capacity at the fine-grain level for TPAs. Specifically, we will:

- a. **Identify employment challenges and opportunities.** This will be both a bottom up and top down analysis. The existing employment conditions in the TPAs (i.e., types and wages of jobs available, employment levels of current residents) will be inventoried. Regional employment trends will also be inventoried to identify both challenges and opportunities for expanding good wage jobs in the TPAs. Key stakeholders will be asked for input into this process through the Economic Development Working Group of the Sacramento Regional Consortium
- b. **Update market conditions information and apply I-PLACE<sup>3</sup>S Return on Investment (ROI) analytical function to estimate the financial viability of various types of development.** A key test will be the market viability of higher density, mixed-use products that would generate higher levels of transit ridership, especially 60 dwellings per acre and above. We will update the the ROI functionality of I-PLACE<sup>3</sup>S and use this and SACOG's Infrastructure Cost Model to inform the three consortium working groups.
- c. **Assess needs of special populations.** Working with the Center for Regional Change (CRC), we will draw on existing research on youth, seniors, economically disadvantaged and disabled populations. This analysis will also include comprehensive analysis of transportation needs, including paratransit and services provided by transit providers, transportation demand management organizations, and intelligent transportation systems programs.
- d. **Conduct social equity analysis.** Focusing growth in TPAs creates the potential to reduced total cost of living through savings in housing, transportation and energy costs. This work will incorporate the social equity and analysis into the MTP/SCS and serve as an example for how analyses like these can be used to enhance integrated sustainability planning. All indices described in Task 1.1 will specify the distribution of opportunities and vulnerabilities across the range of places (neighborhoods, communities, in urban, suburban and rural places) and a range of special needs populations (identified by race, ethnicity, socio-economic status, education, age, and other salient factors),.
- e. **Assess infrastructure deficiencies and the cost of needed upgrades.** We will work with RWA, SMUD, the Sacramento Regional County Sanitation District, and local governments to create this analysis, which will also examine their methods of determining when to install infrastructure upgrades, in part to determine if a vertical (underground) component can be added to the surface-level concept of "complete streets". Many RWA members are updating infrastructure plans in conjunction with local plans and/or the Blueprint. This collaboration will allow the region to further integrate water, sewer and electrical infrastructure planning with land use and transportation planning efforts. RWA and its members will serve in an advisory capacity, providing infrastructure data and analysis, attending meetings throughout the project, and closely coordinating ongoing planning efforts to maximize the mutual benefits to the region.

Data availability will dictate which infrastructure components we examine; however, at a minimum, we will evaluate water, sewer, and electrical capacity and conditions. We will use various local and regional growth plans to determine the level of infill and redevelopment potential. Growth areas will be compared to existing capacity to determine which areas are ready for intensification, and which need new infrastructure to meet growth plans. This work will represent the first regional effort to comprehensively integrate infrastructure and growth planning.

- f. **Create visualization component for public input on land use modeling.** SACOG will develop an open-source, web-based interface for a tool that looks at the connection between land use travel generation and detailed, micro-level land use characteristics: density, diversity, design, destination accessibility, demographics, and distance to transit (the "Ds"). The Ds tool will allow the public to review the land

uses contained in the SCS and see how changes to those land uses change the travel characteristics and green house gas generated from that travel. As this tool was designed for use by California MPOs for their MTPs, the methodology used in this new visualization tool will be transferable to other regions across the country.

**End Product:** Report on the enhanced tools development of Social Vulnerability, Environmental Justice Vulnerability, and Economic and Health Opportunity Indices and the analysis used to expand these tools for use in this project. – August 2011 (CRC-1)(ULI-1)

### **Task 1.3: Conduct Screening Analysis to Select Transit Priority Areas**

We will work with the local Urban Land Institute (ULI) chapter to develop a system for analyzing all of this information and applying it to categorize the TPAs into phasing priorities (i.e., near-, mid- and longer-term opportunities). A ULI charette process will be used to involve a broad range of stakeholders in applying the screening analysis and selecting at least four priority areas for more detailed implementation planning. ULI will also publish the results of this as a case study for national use. It is not possible to know in advance how the analysis will categorize the TPAs, but we expect there will be some that show strong near- to mid-term potential because of existing infrastructure, higher land values or proximity to attractions such as jobs. Other TPAs may show high need and benefits from TPPs, but significant implementation challenges due to poor existing infrastructure, lower land values and lack of strong current amenities.

The Screening Analysis will be the basis for selecting the TPAs to target implementation activities during the early years of SCS implementation. Development within the TPAs will occur over the 24-year life of the SCS. We anticipate a wide variety of conditions to be represented within the priority areas, helping to ensure the transferability of the results. Today, some of the areas meeting the definition of a TPA include:

- The nation's largest urban infill project (the Railyards adjacent to downtown Sacramento), with existing and planned light rail, urban streetcar, local and commuter buses, intercity rail and high-speed rail
- A prospective technology center and university village on and adjacent to Sacramento State University with existing light rail and buses, and a planned tram and/or streetcar
- Mixed-use development area near a community college and new health care center, with existing and planned light rail and bus
- Mixed-use development area near an emerging major employment center on an Air Force base reuse site with a burgeoning clean energy focus, with existing bus and planned Bus Rapid Transit
- Multiple planned mixed-use transit corridors in new master-planned communities near the region's second and third largest employment centers (suburban)
- Multiple corridors along aging auto-oriented corridors with existing light rail or planned higher capacity buses
- Underutilized and vacant land around multiple existing light rail stops serving economically distressed areas
- Multiple urban infill projects across the river from downtown Sacramento on a planned streetcar route
- Downtowns in smaller cities surrounded by the region's most economically productive farmland.

The screening analysis will be used to narrow the three alternative scenarios analyzed in the fall workshops and make final decisions on the substance of the SCS that will be analyzed in the EIR and presented to the SACOG board for adoption by April 2012.

**End Product:** Report on Regional Equity Analysis applied to SACOG's Sustainable Community Strategy – September 2011 (CRC-2);

Report on the TPA Screening Process and Public Charrette - September 2011 (ULI-3)

#### **Task 1.4: Prepare CEQA Analysis and Documentation**

We will work in partnership with local governments for the selected TPAs to conduct the analysis required to activate the CEQA regulatory reform benefits available through SB 375. This may include establishing standards of significance, evaluating the impacts and identifying mitigation measures as appropriate for 17 impact areas identified in Appendix G of the CEQA Handbook. These impacts include a wide range of topics, from transportation, air quality, hydrology/water quality and population/housing to cultural resources, noise and aesthetics. We will analyze and consider relevant programs of the Interagency Partnership for Sustainable Communities partners, such as EPA's WaterSense and Low Impact Development as part of the water impact analysis. State programs focused on analyzing air toxics from stationary and mobile sources will also be considered.

We will use grant funds to hire environmental consultants to work with SACOG and a team of contract and public agency attorneys to produce a CEQA document for TPPs that will not only directly benefit the region, but be a model for other regions in California whose SB375 implementation occurs later. Private developers interested in building higher density, mixed-use projects in the TPAs should receive the clear signal that the welcome mat is out for transit oriented development, with certainty, speed and cost required to get local entitlements to build in these areas substantially improved.

**End Product:** Draft EIR for SACOG SCS/MTP with Mitigation Measures – December 2011 (SACOG-8)

#### **Task 1.5: Develop Implementation Action Plans for Priority Areas**

The Implementation Action Plans will address all of the topic areas covered above. We will continue our work with the local ULI chapter to develop and implement a standardized methodology that can be applied to developing these plans. ULI will publish the results of this work as a model for others as well. The intent is for the methodology and outreach process to be transferable to future planning efforts in the region that extend beyond the areas covered in this project, as well as to other regions around the country. The plans may include recommended actions that a range of governmental and nongovernmental partners are encouraged to take. The plans will have timelines (see page 25), responsible parties, and financing options whenever possible. These implementation plans will include recommendations regarding how the work of this Work Activity will relate to SACOG's RHNP, the EIR for the SCS/MTP, and the MTP itself.

**End Product:** Report on Action Plans for the Transit Priority Areas including methodology for tracking measures of equity through the plan implementation. – June 2012 (CRC-3)

#### **Task 1.6: Develop Communications Plan for Grant Project**

This task was added following the grant award to clarify how the outreach for this grant project is connected to the outreach for the update of the MTP. Outreach activities under this project are primarily funded from the MTP Project. The plan will outline the development of the monthly Consortium meeting process and the four working groups that will develop content for the project.

**End Product:** Communications Plan for Sustainable Communities Planning Grant Project (SACOG-6)

#### **Work Activity #2: Improve the integration of the housing, land use and transportation components of region's consolidated, transportation and Regional Plan for Sustainable Developments.**

##### *Overview*

State-mandated regional and local housing plans represent the current regional housing plan. The Blueprint principles have been instrumental in this plan and resulted in coordination between the growth allocation of the adopted MTP, the RHNP, and local housing elements. Many of the local jurisdictions have further developed affordable housing programs including inclusionary zoning, housing trust funds and aggregation of local housing resources to optimize access to housing choice. Although the region has made great strides toward equitable and fair regional housing planning we see key areas of work to enhance this framework particularly to ensure sufficient affordable housing growth in the TPAs, as well as continued access to fair and equitable housing

opportunities without discrimination in the region. To enhance regional housing planning, we will work in six areas:

**Task 2.1: Assessment of Existing Conditions**

Assess existing conditions, trends and barriers to equitable housing including analyzing the past patterns of affordable housing production and investments made within the region and their relation to transit, employment opportunity areas and other equity metrics.

**End Product:** Memo discussing affordable housing produced in relation to overall production; location analysis; view of housing investment concentrations in the region; recommendations for on-going collection and land use data. - July 2011 (SHRA-1)

**Task 2.2: Inventory Housing Policies and Funding**

Work with the state and local jurisdictions to inventory local housing policies and federal, state, and local funding priorities identified in but not limited to housing elements, PHA five-year plans, consolidated plans, analysis of impediments to fair housing, continuum of care or HEARTH systems, state’s low-income housing tax credit and mortgage revenue bond allocation programs, local redevelopment implementation plans, inclusionary housing programs and housing trust fund programs. This analysis will be regional, but will describe TPA conditions specifically to support Work Activity #1.

**End Product:** Memo analyzing policy and programmatic consistencies and differences between jurisdictions and/or the State investment of housing resources in TPA and high opportunity areas.- December 2011 (SHRA-2)

**Task 2.3: Jobs-Housing Fit Tool**

We will develop a new methodology to assess how the cost of the housing planned compares to the wages from the jobs planned to be accessible from planned affordable housing in the region. We will work with PHAs to develop regionally appropriate metrics, and identify data sources to populate the new module. It will be pilot tested on the TPA priority areas, but applicable region-wide and available to other users across the country. Locally, we will work with PHAs to integrate this new jobs-housing fit into the planning for the Consolidated Plans within our region. Addressing jobs-housing fit was a key social equity recommendation of the SB 375 Regional Targets Advisory Committee. This tool will be an important part of the TPAs work in Work Activity #1 as well.

**End Product:** Report on the Development of Jobs Housing Fit Tool with CARB Subcommittee – June 2011 (SACOG-2)

**Task 2.4: Job Accessibility and Transportation Cost Analysis**

Apply the SACSIM parcel level accessibility measures and transportation cost estimates from the housing information collected from the housing plans. A workshop on the results will collect input on how this analysis can inform required planning by the PHAs and local jurisdictions.

**End Product:** Jobs Accessibility and Transportation Cost Analysis for the SCS/MTP. – November 2011 (SACOG-3)

**Task 2.5: Regional Analysis of Impediments to Fair Housing**

Conduct a regional analysis of impediments (AI) to fair housing choice in coordination with the region’s PHAs, jurisdictions

**End Product:** Memo documenting the Regional Analysis to Impediments to fair and equitable housing, focusing on access to TPA and high opportunity areas. Conduct a regional analysis of impediments (AI) to fair housing choice in coordination with the region’s PHAs by gathering information that may be available in current AIs, housing elements, PHA plans, consolidated plans, Continuum of Care, redevelopment implementation plans and other information pertinent to fair housing. - January 2012 (SHRA-3)

**Task 2.6: Enhanced Regional Housing Needs Plan (RHNP)**

In addition to the updated Regional Housing Needs Allocation methodology that will be adopted by the SACOG Board by the end of 2011, and applied in 2012, recommendations will be made on how each of the region's local housing plans can continue to create and preserve permanent accessible housing. Of particular focus will be policy, programmatic and funding strategies for addressing impediments to equity and fair housing; housing persons with disabilities and special needs and access to equitable housing in TPAs, employment and high opportunity areas. Plan outcomes would also include improved regional measurements on progress regarding the creation or preservation of a reasonable share of affordable housing in high opportunity neighborhoods.

**End Product:** Comprehensive regional housing plan that reflects strategies to address housing needs in jurisdictions housing plans and the analysis to impediments. – June 2012 (SHRA-4)

### **Work Activity #3: Integrate natural resources planning with the Regional Plan for Sustainable Development to protect valuable environmental assets and increase housing opportunities near employment centers**

#### *Overview*

There are a number of important ways that the natural resources analysis will be enhanced for the SCS and the MTP Update. SB 375 requires that SACOG use the best available data to analyze and consider the impacts of its SCS/MTP on a wide variety of resource areas. The definition of natural resource areas, in part, covers habitat conservation plans, natural community conservation plans, habitat for species covered by state and federal endangered species acts, agricultural lands, and lands subject to flooding. SACOG was instrumental in securing funding through USACE for a regional Aquatic Resources Inventory, which is under final review will be directly useful to this required natural resources analysis.

#### **Task 3.1: Secure Federal Agency Approval for Final Inventory of Natural Resources**

SACOG has an extensive GIS inventory of natural resources in the region. SACOG has coordinated with federal and state agencies for a number of years, in part through the NEPA streamlining process, to ensure our data are up to date. However, the requirements of SB 375 are quite extensive in this area, and there will be a good deal of effort required to expand that inventory to cover all of the required topics. FEMA is regularly updating its floodplain maps in this region, so we need to update that inventory. Likewise, when the Aquatic Resources Inventory is completed it will be added to the SACOG GIS inventory. SACOG's RUCS project has developed extensive, state-of-the-art, parcel specific crop data. These data, along with soils and agricultural land classification data, will be included in the database. We will consult with federal agencies to ensure that they are satisfied that the final database represents state-of-the-art data sufficient for policy making decisions.

**End Product:** Working Paper documenting the Natural Resource Inventory Federal and State Permitting Strategies that will use the Six-County Aquatic Resources Inventory. - November 2011 (SACOG-4) (MCK-1)

#### **Task 3.2: Develop Tool to Measure Natural Resource Impacts of Alternative SCS Scenarios**

The three land use/transportation scenarios we analyze in public workshops and our CEQA EIR will have varying amounts of development in TPAs, and therefore varying amounts of development in greenfield areas. This almost certainly will result in variable impacts on natural resources lands. These data will be included in the overall performance metrics for the alternatives that are reported and considered in the process of arriving at a preferred SCS/MTP. I-PLACE<sup>3</sup>S currently calculates the impacts of alternative scenarios on natural resources, but it does not have any pre-established indicators that are able to report those results automatically. That function is particularly important for using I-PLACE<sup>3</sup>S interactively in public meetings.

**End Product:** Memo on the Methodology used to develop the GIS Measurement – November 2011 (SACOG-5)

#### **Task 3.3: Continue Integration with Habitat Conservation Plans**

SACOG will continue its efforts, especially in Placer and Sacramento counties, to ensure that the HCPs and SCS/MTP are consistent and integrated with each other. This will include on-going participation on various working committees of both projects and work with the three primary federal resources agencies to work towards successful completion of these planning efforts. Particular attention will be placed on ensuring that

USACE and USEPA CWA issues are adequately addressed in the documents so that both comprehensive environmental protection and development streamlining benefits are available for projects consistent with the HCP.

**End Product:** Working memo on how the Six-County Aquatic Resources Inventory will be used in each of the CP processes. – April 2012 (McK-2b)

**Task 3.4: Prepare Analysis for Preferred Alternative, Including Mitigation Measures**

All prior data and analysis in this work activity will be considered in the development of the preferred SCS/MTP and explained for comment through the draft CEQA EIR. It also seems certain that the CEQA document will include mitigation measures related to these natural resources areas. We will work with the Interagency Partnership agencies as well as USACE, EPA, and U.S. Fish and Wildlife Service in the development of these mitigation measures. These mitigation measures provide a prime opportunity for deep alignment of local, regional and federal priorities.

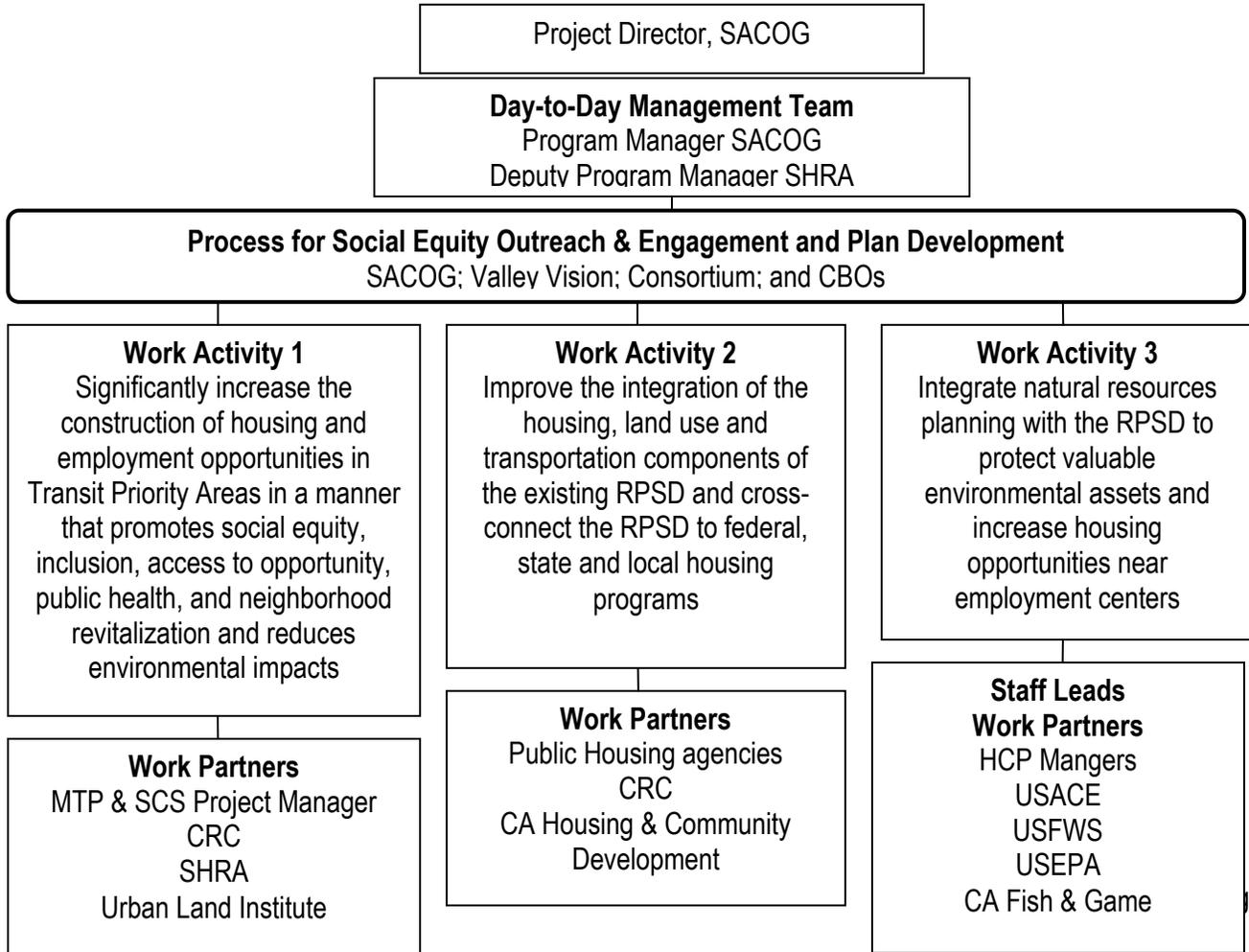
**End Product:** Memo documenting comments received on the draft mitigation measures - December 2011 (McK-2a) (McK-3)

**Task 3.5: Report on Integrating SCS with Draft Council on Environmental Quality (CEQ) Principles and Guidelines**

Throughout this analysis, we will continue to work closely with CEQ and the principal federal agencies involved in writing the Principles and Guidelines document to identify the cross-connections between that document, the SCS and the Interagency Partnership’s Livability Principles. We will prepare a report setting forth those interrelationships, recommending any appropriate refinements to the draft Principles and Guidelines as well as recommendations to the Interagency Partnership regarding how these natural resources issues might be more fully integrated with the Interagency Partnership as it moves forward. The Sacramento region can serve as a living laboratory pilot test for that draft document. The timing of the two processes aligns nearly perfectly. The CEQ has expressed an interest in working with SACOG at this level of detail to assist it in ground-truthing and refining its preliminary work. – April 2012 (McK-4)

**End Product:** Report on Integration SCS/MTP with draft CEQ Principles and Guidelines (McK-4)

**Project Organizational Chart**



## **Work Activity #4: Prepare and Deliver the Regional Plan for Sustainable Development**

### *Overview*

The final product for the project is the delivery of the Regional Plan for Sustainable Development. This plan will combine elements of the SCS/MTP, the improved Regional Housing Needs Plan, and strategies and needs uncovered through the planning process into a single view of the project outcomes.

### Key Staff

**Mike McKeever**, Chief Executive Officer, SACOG

**Joe Concannon**, Data Services Manager, SACOG

**Monica Hernández**, Community Outreach Specialist, SACOG

**Lisa Bates**, Deputy Executive Director, Sacramento Housing and Redevelopment Agency (SHRA)

**Bill Mueller**, President and CEO, Valley Vision

**Dr. Jonathan London** and **Dr. Chris Benner**, Center for Regional Change, UC Davis

**Stacey McKinley**, Principal, The McKinley Group

**Allen K. Folks**, District Council Chair and Vice President, Urban Land Institute Sacramento; Principal, AECOM

### *Project Schedule*

The work plan is designed to execute a series of targeted activities designed to maximize the quality of the MTP, RHNP and develop on-going relationships and performance tracking programs to improve the region's policies and plans. The work will improve both the technical information as well as the chances for developing a political consensus around the policies and recommendations. This region is ready to develop our first Regional Plan for Sustainable Development to provide for more transportation choices, promote equitable, affordable housing, enhance economic competitiveness, support existing communities, coordinate policies that all public leverage investment through this new comprehensive and integrated approach to planning.

Monthly meetings of the Sacramento Regional Consortium that are outlined below will begin the process that builds this new integrated planning process.

- February 23 – Project Overview/MTP Workshop Results/Comments on Performance Measures & Working Group Development
- March 30 – Demographic Trends/Working Groups/ Comments on Livability Principles and Equity Measures
- April 27 – Components of Complete Communities/MTP Land Use, Transportation and Transit Priority Areas/Comments on Screening Criteria
- May 25 – Review of Transit Priority Area Screening/Comments on Environmental Justice
- June 22 – Presentation on Transit Priority Project Sites/Comments on Components on Action Plan Components
- Other Meeting Topics for the remainder of the year will be announced a quarter before the meeting.

<b>Project Implementation Schedule</b>		1/2011	2/2011	3/2011	4/2011	5/2011	6/2011	7/2011	8/2011	9/2011	10/2011	11/2011	12/2011	1/2012	2/2012	3/2012	4/2012	5/2012	6/2012
<b>Plan for Sustainable Development Activities*</b>																			
<b>1</b>	<b>Transit Priority Areas</b>																		
1.1	Establish Performance Metrics																		
1.2	Enhance Data & Analytical Tools																		
1.3	Conduct Screening Analysis to Select TPAs																		
1.4	Prepare CEQA Analysis and documentation																		
1.5	Develop Implementation Action Plans																		
<b>2</b>	<b>Enhance Housing Plans</b>																		
2.1	Assessment of Existing Conditions																		
2.2	Inventory Housing Policies & Funding																		
2.3	Jobs-Housing Fit Tool																		
2.4	Job Accessibility & Cost Analysis																		
2.5	Regional Analysis of Impediments to Fair Housing																		
2.6	Improved Regional Housing Needs Plan																		
<b>3</b>	<b>Natural Resources Planning</b>																		
3.1	Secure Federal Agency Approval for Final Inventory of Natural Resources																		
3.2	Develop Tool to Measure Natural Resources Impacts of Alternative SCS Scenarios																		
3.3	Continue Integration with Habitat Conservation Plans																		
3.4	Prepare Analysis for Preferred Alternative, including Appropriate Mitigation																		
3.5	Report on Integrating SCS with draft CEQ Principles & Guidelines																		
4.0	Prepare and Deliver the Regional Plan for Sustainable Development																		



Exhibit B

SACOG Member Agencies

- CITY OF AUBURN
- CITY OF CITRUS HEIGHTS
- CITY OF COLFAX
- CITY OF DAVIS
- CITY OF ELK GROVE
- CITY OF FOLSOM
- CITY OF GALT
- CITY OF ISLETON
- CITY OF LINCOLN
- CITY OF LIVE OAK
- TOWN OF LOOMIS
- CITY OF MARYSVILLE
- CITY OF PLACERVILLE
- CITY OF RANCHO CORDOVA
- CITY OF ROCKLIN
- CITY OF ROSEVILLE
- CITY OF SACRAMENTO
- CITY OF WEST SACRAMENTO
- CITY OF WHEATLAND
- CITY OF WINTERS
- CITY OF WOODLAND
- CITY OF YUBA CITY
- COUNTY OF EL DORADO
- COUNTY OF PLACER
- COUNTY OF SACRAMENTO
- COUNTY OF SUTTER
- COUNTY OF YOLO
- COUNTY OF YUBA