

State of California
Business Transportation and Housing Agency
Department of Transportation

POLICY MATTERS
2000 Transportation Facilities Awards
Information Item

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CTC Meeting: February 21-22, 2000

Agenda Item: 4.7

Original Signed by _____

W. J. Evans, Deputy Director

Finance

February 1, 2001

**Draft Public Participation Program and Draft California Transportation Plan Elements
Request for Commission Comments**

The Business, Transportation, and Housing Agency and the Department of Transportation (Department), in conjunction with Commission staff and our regional transportation partners, have initiated development of an updated state transportation plan. We are asking for the California Transportation Commission's review and comment on the attached draft Public Participation Program and draft California Transportation Plan Elements by March 2, 2001. Your comments will be considered in the documents final versions, which will be submitted for approval to the Department's Director. Please submit your comments to:

Department of Transportation
Attn: Susan Dona
P.O. Box 942874, MS – 32
Sacramento, CA 94274-0001

Or

E-mail: california.transportation.plan@dot.ca.gov

There is no doubt that California's population will continue to grow over the next twenty-five years and beyond. The question is where and by how much? Predictions vary from 10 – 18 million additional people – or the equivalent of as much as Texas' current population. California will face numerous challenges to provide for this growth while maintaining the State's economic vitality, quality of life and natural environment. An effective transportation system is key to helping the economy grow while maintaining a desirable quality of life.

Transportation planning is essential to an effective transportation system. The State of California, under the leadership of the Department and in partnership with regional agencies, is developing a long-term transportation plan. The plan will consider how people, goods and services will move throughout the State over the next twenty-five years.

As envisioned, the plan will be developed in the following five phases:

1. Develop and adopt guidelines and an outreach strategy, defining how to create the plan
2. Develop a vision for California's future transportation system
3. Identify the transportation issues to be addressed in the plan
4. Evaluate and select strategies and develop an action plan to achieve the transportation vision
5. Market and gain approval of the plan

To accomplish the first phase, the Department established a State Transportation Plan Guidelines Team comprised of representatives from various state agencies, the private sector and regional transportation planning agencies.

It is important to emphasize that the Team's mission was to develop the attached guidelines, not to determine the plan's contents. The contents of the plan itself will be governed by the results of a robust, inclusive outreach strategy designed to solicit and consider the transportation concerns of the system users and providers.

Attachments

Draft

California Transportation Plan

Elements

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California Transportation Plan Elements

Summary

The State of California began the process of developing a California Transportation Plan (CTP) by establishing a State Transportation Plan Guidelines Team (Team). The Team was charged with drafting an approach for developing the statewide plan and public involvement program. The Team was comprised of representatives from regional transportation agencies, Business, Transportation and Housing Agency, the Governor's Office of Planning and Research, the Federal Highway Administration, the private sector and selected programs within the Department of Transportation.

We are asking for your review and comment on the draft Public Participation Program and the California Transportation Plan Elements by March 2, 2001. Your comments and suggestions will be used to develop the final Public Participation Program for the Department of Transportation Director's approval. Please submitted your comments to:

Department of Transportation
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California's state transportation planning effort will produce a twenty-year, strategic transportation plan for state-owned and state-interest modes of transportation. It will provide a common vision for California's transportation future that provides for population growth, economic vitality, a sustainable environment and a desirable quality of life. The following elements were identified as essential for developing a statewide plan that will confirm priorities and guide resource allocation over the next twenty years.

- A. Vision, Goals and Objectives
- B. Scope and Purpose of Plan
- C. Roles and Responsibilities in providing for California's mobility
- D. Financial Scenarios
- E. Issues and Problems Analysis
- F. Preferred Strategies
- G. Action Plan
- H. Policy Direction
- I. Monitoring and Updates

Development of the California Transportation Plan will be carried out in conjunction with a robust, strategic Public Participation Program. An extended and core Policy Advisory Committee will guide the overall development process and Technical Advisory Committees will provide insight and assistance in identifying issues, evaluating alternative strategies and developing performance indicators.

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California Transportation Plan Elements

State statute and Federal regulations guide development and, to some degree, stipulates the content of the California Transportation Plan (CTP). State Government Code Section 65072 requires the CTP to include, 1) a Policy Element including system performance objectives, 2) a Strategy Element that is conceptual and not project specific, and 3) Recommendations on how to achieve concepts, strategies and performance objectives.

Proposed Federal regulations provide guidance on the CTP development process and content. The proposed regulation requires the plan to:

- include all areas of the State,
- include an ITS integration strategy,
- be coordinated with MPOs,
- include an approved Public Participation Program
- be intermodal and enhance connectivity,
- cover a forecast period of at least 20-years,
- be continually evaluated and periodically updated

In addition to complying with State statute and Federal regulations, the State Transportation Guidelines Team (Team) recommends basing the CTP on the analysis of projections and trends and the results of a robust Public Participation Program. The Guidelines must remain flexible to enable those involved in developing the Plan to respond to public input and data analysis. Therefore, the Guidelines do not impose a Plan format or prescribe the issues that should be addressed. However, the Team suggests the CTP include the following elements:

A. Vision, Goals and Objectives

The CTP should provide a concept or image of California's future environment based on demographic projections, socio/economic and technological trends, and on comments received through an extensive Public Participation Program. It should also present a vision of a future transportation system that provides mobility and access to people, goods and services throughout the State. The goals and objectives for achieving the vision should be specific and measurable. The plan should discuss:

- ♦ The Commission on Building for the 21st Century's findings, vision and goals
- ♦ A vision for California's future transportation system
- ♦ Measurable objectives and identified performance measures
- ♦ Identify constraints and opportunities
 - ♦ Discuss the fiscal potential of delivering the envisioned transportation system
- ♦ Air Quality, Title VI, Environmental Justice, Quality of Life, Environmental, Economy

B. Scope and Purpose of Plan

The scope and purpose should explain the objectives for developing a state plan and how the plan will be used, including to:

- ♦ Communicate a state vision for transportation and quality of life goals including performance indicators
- ♦ Communicate policies and ensure consistency
- ♦ Influence Federal and State legislation, and local and regional decisions

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California Transportation Plan Elements

- ♦ Provide guidance and priorities to RTPAs/MPOs
- ♦ Inform resource allocation and programming

C. Roles and Responsibilities in providing for California's mobility

The Plan should explain the existing roles and responsibilities of the various public and private sector entities that provide for mobility, access, goods movement and effect land-use in California, their inter-relationships and dependencies, including:

- ♦ Jurisdictional boundaries
- ♦ Modal responsibilities
- ♦ A discussion regarding the CTP's relationship to other transportation plans including Interregional Transportation Strategy Plan (ITSP), freight and passenger rail plans (regional, intercity and high speed), State Highway Operation and Protection Plan (SHOPP), Regional Transportation Plans (RTP), Goods Movement, and the circulation, housing and land-use elements of local general plans, etc.

D. Financial Scenarios

The CTP should include a long-term revenue forecast based on stated assumptions and discuss alternative strategies for transportation development and transportation funding. This section should address various sources of transportation funding including resources in the public and private sectors and should provide suggested guidance for the financial elements of regional transportation plans. The financing discussion should address:

- ♦ Revenue forecasts or forecast range
- ♦ Current and projected funding and constraints by program and mode
- ♦ Alternative financing structures – congestion pricing, HOT lanes and Toll roads, etc.
- ♦ Change in funding policy and statutory restrictions and their consequences
- ♦ Increased alternative fuels use impacts on transportation financing and policy
- ♦ Potential external risks, i.e., the economy, fuel supply, etc.
- ♦ General Fund augmentation – TCRP
- ♦ Private sectors role and potential partnerships

E. Issues and Problems Analysis

The CTP should include an analysis of current and future mobility and access related issues and problems. The analysis should be based on data, trends and projections and describe underlying assumptions. This discussion should include:

- ♦ Current and planned transportation system and projected demand, addressing all modes
- ♦ Current outstanding issues and deficiencies
- ♦ Future mobility demands based on demographic changes, economic development, environment, growth, land-use patterns and quality of life
- ♦ Assumptions used to develop future analyses
 - ♦ Alternative assumptions considered and why they were rejected

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California Transportation Plan Elements

- ♦ Analyses of projections, constraints and trends, including spatial distribution of the projected population and demographic subgroups
- ♦ Examination of best practices, models and precedents – local, statewide and national
- ♦ Global, national and State's economy
- ♦ Goods movement
- ♦ E-Economy/Commerce
- ♦ Impacts of technology and energy use on transportation – including advanced transportation technologies
- ♦ Housing and employment – type and location
- ♦ Growth patterns and the environment
- ♦ Specific environmental considerations, for example, Environmental Justice, quality of life, air and water quality, wildlife habitat and sustainability
- ♦ Impacts of external decisions, such as land-use, growth management, National Park policy and access, etc.

F. Preferred Strategies

The CTP should describe criteria used to evaluate alternative strategies, the method used to select preferred strategies and the objectives the preferred strategies are designed to achieve. The discussion should include:

- ♦ Describe performance of current system and checkpoints to measure progress towards objectives
- ♦ Identify criteria to be used to examine preferred strategies and to prioritize resource allocation
- ♦ Alternative strategies considered to reach the vision and objectives, including incentives for non-traditional approaches
- ♦ Analyses of likely results and consequences of each alternative
- ♦ Estimate the costs and savings associated with alternatives
- ♦ Summary of preferred strategies to reach vision and objectives
- ♦ Consistency of preferred strategies with other transportation plans
- ♦ Outline incremental steps to reach vision and objectives

G. Action Plan

The CTP should describe incremental short and long-term steps to implement the preferred strategies. The steps should include:

- ♦ Action needed to implement each strategy
- ♦ Inter-relationship of actions/strategies
- ♦ Roles and responsibilities of implementing action steps
- ♦ Collaboration needed to implement action steps
- ♦ Potential partnerships

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H. Policy Direction

The CTP should describe the policy and priorities derived from data analyses, public input and development of the vision, goals and objectives, including:

- ♦ Influence of regulatory and statutory policy – federal and state – in transportation and related public policy areas
- ♦ Policy evolving from the Plan development process (Governor’s Policy with Public Input)
- ♦ Priorities and direction to other state, local and regional transportation plans
- ♦ Discuss linkages with other policies and incentives, for example, land-use, housing, employment and energy

I. Monitoring and Updates

The CTP should provide a method for evaluating and measuring its success and for periodic updates. The CTP may recommend further study or incremental updates focused on specific issues. The discussion should include:

- ♦ System Performance Measures and Mechanisms, including customer satisfaction
- ♦ Monitoring cycle/progress measurement
- ♦ Method to measure progress/success
- ♦ Update cycle
- ♦ Subjects for future study or consideration before next CTP update

Appendices

The State Plan Guidelines Team recommends that the majority of the technical data and analysis be contained in appendices. The appendices should include:

Acronyms and definition

Statutory & Regulatory Checklist

Public Participation Program

Data Collection and Analysis

Technical Data – state of the system, etc.

Involved Agencies

References – publications and websites

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CALIFORNIA TRANSPORTATION PLAN

PUBLIC PARTICIPATION PROGRAM

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Summary
Public Participation Program

The State of California began the process of developing a California Transportation Plan (CTP) by establishing a State Transportation Plan Guidelines Team (Team). The Team was charged with drafting an approach for developing the statewide plan and a public involvement program. The Team was comprised of representatives from regional transportation agencies, Business, Transportation and Housing Agency, the Governor's Office of Planning and Research, the Federal Highway Administration, the private sector and selected programs within the Department of Transportation.

We are asking for your review and comment on the draft Public Participation Program and the California Transportation Plan Elements by March 2, 2001. Your comments and suggestions will be used to develop the final Public Participation Program for the Department of Transportation Director's approval. Please submitted your comments to:

Department of Transportation
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The following Public Participation Program (PPP) was developed to support and inform the California Transportation Plan. The CTP is a strategic twenty-year, transportation plan that considers the mobility and access of people, goods and services throughout the State. The Plan is multi-modal in that it considers various transportation modes, including roadway, rail, seaports, airports, transit, bicycle and pedestrian. It is an important decision tool that links state and regional transportation plans to provide strategic direction for sound transportation investments.

The PPP was developed to maximize limited resources and will be guided by a set of outreach principles. While the strategies may be adjusted to respond to input or to improve participation, the principles will remain sound. They are:

- Provide early and continuing public involvement,
- Clarify how public participation will influence plan development,
- Partner with regional transportation planning agencies,
- Utilize innovative communication tools and media,
- Develop a robust educational component,
- Provide timely information,
- Provide adequate public notice,
- Ensure reasonable public access,
- Go to where the people are,

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- Make use of smaller information group meetings and discussions,
- Tailor public involvement to the issues,
- Ensure and demonstrate explicit consideration of comments
- Provide periodic review and evaluation,
- Maintain a current outreach database, and
- Seek out and consider the needs of the non-traditional stakeholder.

The PPP strategies were designed to meet specific objectives identified for four CTP development phases, 1) Visioning, 2) Scoping, 3) Issue Development and Technical Analysis, and 4) Marketing and Approval. During the first phase, a vision for California’s future transportation system will be developed. This Phase will require considerable input from system users and providers and key policy makers. The Visioning Phase will also require collaboration with other state agencies, such as Housing, Employment, Resources, Energy and Environmental Protection, and our regional partners.

State planning is a cyclical process and no one state plan can address all of the state’s transportation issues. During the Scoping Phase issues will be selected for inclusion in the CTP based on the comments received during the Visioning Phase. An extended Policy Advisory Committee will guide the Scoping effort and will remain involved throughout the CTP’s development.

The issues selected during the Scoping Phase will move forward to the Issue Development and Technical Analysis Phase. During this Phase, Technical Advisory Committees comprised of direct and indirect stakeholders and issue experts will oversee the technical analysis, alternative strategy evaluation and development of performance indicators.

In the Marketing and Approval Phase, the issues will be brought together in an understandable draft state transportation plan. The draft plan will be widely distributed and comments solicited through meetings, interviews, the CTP website and workshops.

During the entire development process, staff will document comments and provide feedback to participants. Feedback to those who have submitted comments and participated in meetings is a vital element of the PPP. It is critical that the participants understand how their comments are being considered and why decisions are made.

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Public Participation Program

Introduction

Public involvement has always been a part of a successful public agency's mission. This fact is borne out in a world where competing interests must come to consensus on how to address multiple social needs. As might be expected, solutions to difficult and important questions are rarely easy to achieve. The process of soliciting, listening, and responding to what citizens and customers have to say about a public agency's plans for action can be complicated, challenging, and often intimidating process. However, if done well, it can also be a rewarding and meaningful experience that leads to better decisions on issues of important public policy.

The following Public Participation Program (PPP) has been designed to support and inform the development of the California Transportation Plan (CTP). The CTP is a strategic twenty-year, transportation plan that considers the mobility of people, goods and services throughout the State. It is an important decision tool that links state and regional transportation plans to provide strategic direction for sound transportation investments. The purpose of the Plan is to define (state-owned) and guide (state-interest), transportation decisions based on an approved transportation vision. It also sets standards for measuring effectiveness and ensures accountability so that all transportation investments support this vision.

The Draft Public Participation Program will be circulated to our transportation partners, state agencies, advocacy groups and associations for review and comment. Comments will be considered and incorporated and a Final Draft will be circulated for comment prior to acceptance.

Requirements and Regulations

Federal laws and regulations have requirements pertaining to public outreach on transportation decision-making. The Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) (23 U.S.C., Sections 134 and 135; 49 U.S.C. app. 1607) and its 1998 successor, TEA-21, emphasize public participation in the transportation planning and programming process. The Notice of Proposed Rule Making (NPRM) for statewide transportation planning provides guidance for developing and adopting a public participation plan. While the rules have yet to be adopted, they do not differ greatly from regulations adopted for ISTEA and will serve as a guide for this Public Participation Program. The NPRM state:

- The State shall publish public participation procedures and allow at least 45 days for public review and written comment before the procedures or major revision is adopted.
- Public involvement shall:
 - Be early and continuous,
 - Provide for full public involvement and access to key decisions,
 - Provide a process for seeking out and considering the needs of traditionally underserved groups,
 - Provide a process for consulting with Indian Tribal Governments and Federal land managing agencies. The process will be developed in cooperation with these entities,
 - Provide coordination with adjacent states and countries,
 - Allow for participation of the air quality agencies,

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- Provide a documented process for consultation with local officials in non-metropolitan areas. The process will be developed in cooperation with non-metropolitan officials, and
- Provide for periodic evaluation for effectiveness.
- The State's public participation procedures will be considered by FHWA and FTA as they make their planning findings to assure that full and open access is provided to the decision making process.

FHWA and FTA regulations (23 CFR 771) implementing the National Environmental Policy Act (NEPA) of 1969 (as amended) (42 U.S.C. 4321, et. seq.) outline minimum requirements for providing opportunities for the public to be informed and involved in the project development process for proposed improvements supported, at least in part, with federal funds. These minimum standards include published legal notices and public hearings (as required) to obtain public input regarding environmental documents for transportation projects.

The federal Americans with Disabilities Act (ADA) (42 U.S.S.A. 12101, et. seq.) stipulate involving the community, particularly those with disabilities, in the development and improvement of transportation and paratransit plans and services.

A Presidential Executive Order on Environmental Justice (EO 12898 Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations), issued on February 11, 1994, also focuses federal agencies' attention on reaching out to certain segments of the community. The Executive Order requires each federal agency to achieve environmental justice by identifying and addressing, 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. Caltrans must comply with USDOT's Final Order to Address Environmental Justice in Minority Populations and Low-Income Populations. The Final Order states "procedures shall be established, or expanded, as necessary, to provide meaningful opportunities for public involvement by members of minority and low-income populations during the planning, and development of programs, policies, and activities."

Public Participation Program Principles

The California Transportation Plan's Public Participation Program will be governed by a set of principles. While the guidelines may be adjusted or revised to respond to external influences or needs, the principles will remain sound. They are:

- **Provide Early and Continuing Public Involvement** - opportunities for public involvement throughout the CTP development process. Methods of input will be varied and well publicized.
- **Clarify How Public Participation will Influence Plan Development** - develop informational materials (including this document) that describe the Public Participation Program and planning process. These materials will detail the opportunities for people to affect decisions and demonstrate the points in the process where input will affect the future of California's transportation system.
- **Partner with regional transportation planning agencies** – to ensure coordination and effective use of resources. The Public Participation Program will be carried out in full partnership with RTPAs and MPOs. It will be a mutual effort utilizing the strengths of both the state and regional organizations.

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- **Utilize Innovative Communication Tools and Media** - to communicate to the public. These can range from telephone hotlines, websites, printed material, interactive graphic presentations and providing e-mail addresses for public comment on proposed plans of action, as well as distributing multi-lingual publications.
- **Develop a Robust Educational Component** – provide system users with an explanation of the CTP, its purpose and relationship to overall transportation planning; the value of their input and how it will be used. The educational component will continue throughout the development of the CTP.
- **Provide Timely Information** – notify stakeholders directly and indirectly affected by transportation issues, plans, processes and policies and opportunities to provide input.
- **Provide Adequate Public Notice** - of public involvement activities and time for public review and comment at key decision points.
- **Ensure Reasonable Public Access** – to technical and policy information used in the development of the CTP, this includes using language and terminology easily understood by the general public. It also includes providing reasonable access in compliance with ADA requirements and multilingual announcements and information.
- **Go to where the people are** – sponsor local and regional forums to gain input. To gain meaningful public participation during all phases, staff will utilize regularly scheduled meetings to make presentations, discuss specific issues and document comments and concerns.
- **Make use of Smaller Information Group Meetings and Discussions** – will be initiated when possible and appropriate. People feel more comfortable asking questions and expressing their concerns in a smaller, informal meeting than a large public forum.
- **Tailor Public Involvement to the Issues** – target those directly and indirectly affected by specific issues.
- **Ensure and Demonstrate Explicit Consideration of Comments** – a method for demonstrating how comments and input are being considered and influence the CTP development process.
- **Provide Periodic Review** - of the effectiveness of the public involvement process to ensure that the process provides full and open access to all. Revise the process as needed.
- **Maintain a Current Outreach Database** – of individuals and organizations including civic and cultural groups, citizens advisory committees, business associations, tourist groups, transportation advocacy groups, organizations and associations with low-income, minority, elderly and disabled constituents. The database will be categorized for specific issues so the appropriate groups can be notified of specific issues and activities.
- **Seek Out and Consider the Needs of the Non-Traditional Stakeholders** – with guidance by leaders of minority, low-income, seniors, etc. communities, our regional partners and the Caltrans’ Title VI Office, utilize specially designed strategies to reach traditionally underserved communities.

Non-Traditional Stakeholder Approach

There are many challenges in garnering diverse input. Cultural and language barriers can foil the best of intentions. Situational barriers such as meeting times and locations and the need for childcare also pose a challenge. More difficult to overcome are differences in perception such as agency mistrust and a belief that all critical decisions have already been made. In a state as diverse as California - where our current and future population presents no clear demographic majority – it is essential that we overcome these obstacles and implement an effective outreach program.

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The strategies to reach the traditionally underserved segments of our population will be developed with guidance from leaders of minority, low-income and senior communities. We will also work with the RTPAs and MPOs to identify outreach methods that have worked in the past and to learn from efforts that have not; and to build upon the agencies' ongoing outreach efforts.

Additionally, staff will refer to USDOT's "Public Involvement Techniques for Transportation Decision-making" published in September 1996. Some key steps to overcome barriers to participation are:

- *Cultural Barriers*
 - Identify and reach out to local community organizations and their leaders; and,
 - Research their culture, customs, language, and communication styles.
- *Language Barriers*
 - Identify bilingual speakers;
 - Distribute multi-lingual notices, fact sheets, educational material and newsletters; and,
 - Provide interpreters at public meetings and workshops.
- *Mobility and Other Disabilities*
 - Use accessible facilities for mobility impaired individuals,
 - Provide sign language interpreters for hearing impaired people at meetings,
 - Use telecommunications device for the deaf (TDD) to communicate via telephone with hearing impaired people; and,
 - Provide materials in large print, audio, Braille, and computer diskette format for visually impaired people.
- *Economic/Income Barriers*
 - Schedule meetings or other face-to-face interactions at a time and place that accommodates participants' schedules so that schedule and travel constraints are minimized, and
 - Consider providing transit fare and child care.

Public Participation Program Guidelines

The Public Participation Program will be guided by a Public Participation Program Advisory Committee (PPPAC), the Transportation Planning Program, Office of State Planning, and implemented by district planning staff with Headquarters' assistance. The PPPAC will be comprised of representatives from the public and private sector with experience in outreach efforts and sensitive to the challenges of developing public policy. The committee will also include representatives from diverse backgrounds to work in collaboration with experts to guide the public participation process and ensure that the CTP receives comment from a diversity of groups.

The RTPAs and MPOs will be asked to be full partners in the outreach effort. When possible and appropriate, the PPP will utilize existing forums and outreach mechanisms developed by the districts and our regional partners to share information and gain input to the CTP development effort. The use of existing, regularly scheduled meetings will help maximize the resources available for outreach efforts.

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The PPP Guidelines are presented in four distinct but interrelated CTP development phases. The objective of each phase determines the outreach strategy and target audience. While the phases are presented in a sequential format, they may overlap when implemented. Flexibility is key to responding to and considering input, comments and concerns gathered. The Public Participation Program Guidelines do not presume the vision, goals or objectives that will evolve or the issues that will be addressed in the California Transportation Plan, therefore, specific groups are not identified.

Visioning Phase. The vision developed for California's future transportation system, and associated goals and objectives, will guide the development of the state transportation plan. The early visioning community involvement effort will seek to identify the values, needs and visions of California's diverse communities. Early input will also serve to identify the publics' and transportation providers' concerns regarding future mobility. These values and concerns will help to determine the CTP's scope and focus.

Gaining meaningful input and an understanding of the system users' concerns regarding future mobility requires substantial early outreach and a means of framing the issues that captures the users interest. To achieve this needed input the Public Participation Program will include:

- A transportation conference on June 21 - 22, 2001, to provide an opportunity to explore transportation issues and trends;
- A customer survey. The survey effort will include approximately 40-targeted focus groups including minority groups, low-income communities, seniors and elderly, persons with disabilities and American Indians; and a random telephone survey.
- Key person interviews;
- Questionnaires distributed to local officials, regional partners, transit operators, business associations, emergency service providers, law enforcement and transportation advocacy groups;
- Collaboration with key agency officials;
- A review and comment process with adjacent states;
- Presentations and comment solicitation at schools, community and business organizations, existing local, regional and state forums; and
- Document and categorize all input.

This phase will also provide an educational component to explain the CTP, its purpose and how the public can provide input to the process. Tools to engage people and inform the public include using graphic displays, such as computer simulations and visualization techniques, printed materials and a well designed interactive website.

Scoping Phase. State transportation planning is an ongoing cyclical process. The CTP cannot address all mobility issues identified in the Visioning Phase. During the Scoping Phase the issues of greatest concern will be identified and selected for consideration in the 2002 CTP. During this Phase it is important to collaborate with decision-makers at the state and regional level.

During the Scoping Phase, staff will evaluate the effectiveness of the early outreach efforts and adjust the Public Participation Program as needed. Staff will also provide feedback to those who participated in the Visioning Phase. The feedback will assure the public that their concerns are being heard and the

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decision-making process is open, objective and considers all viewpoints. Additional efforts during the Scoping Phase will include:

- Establish a core and expanded Policy Advisory Committee. The core Committee will meet to provide policy guidance and will be accessible to staff to help resolve policy issues. The expanded Committee will be kept informed on the Plan's development and have ongoing opportunities to express their concerns, but will meet less frequently.
- The Policy Advisory Committee will interact with the Public Participation Advisory Committee to facilitate development of policy consistent with the public's input, to the extent possible.
- Identify specific groups and agencies that are directly or indirectly affected by the issues most frequently identified during the Visioning Phase. Solicit additional input from these groups to further define the issues.

Issue Development and Technical Analysis Phase. During the third phase, staff will focus on the issues selected during the Scoping Phase and will work closely with representatives of directly and indirectly effected groups. The Public Participation Program will focus on these select groups to gain comments and concerns and resolve potential conflicting viewpoints and objectives, to the extent possible.

The objective of the Issue Development and Technical Analysis Phase is to clearly define the problem, explore alternative strategies to resolve or mitigate the problem, select a preferred strategy, and identify performance indicators and methods for measuring progress. Specific outreach efforts during this phase include:

- Establish technical advisory committees comprised of representatives of directly and indirectly affected groups for each issue. The advisory committees should be comprised of private and public sector members from various geographic areas, as appropriate.
- Enlist experts in the various fields to serve as a peer review group.
- Outreach to adjacent states and countries as appropriate. Depending on the issue, this element may reach beyond our neighboring states to other states in specific transportation corridors. Outreach may also extend to states facing similar challenges.
- Establish liaison with the legislative transportation committees to keep them informed and obtain their input.
- Secure input from other public agencies that may have regulatory or policy interest in the issue.
- Widely circulate the issue papers for review and comment prior to incorporation in the draft California Transportation Plan.

Marketing and Approval Phase. During the final phase, the issues defined and developed in the previous phases will be incorporated into an assessable, coherent, interrelated draft California Transportation Plan. The draft CTP will include the vision, goals and objectives that guided the selection and development of the mobility issues addressed in the plan. The draft will also describe the public outreach effort and the how the public's comments and concerns influenced the development of the Plan. Availability of the draft CTP will be widely advertised. The draft CTP will be available from the website and hard copies will be transmitted upon request. The public will have varied means to submit their comments including electronically. Outreach efforts specific to the final phase include:

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- Advertising, posting and distributing the draft CTP for review and comment.
- Notifying the public on how to submit comments on the draft CTP.
- Sponsoring workshops to discuss issues and address questions.
- Presenting the draft at regularly scheduled meetings to discuss issues and document comments and concerns.
- Holding formal hearings on the draft CTP.
- Depending on the comments and concerns and the degree of changes to the first draft, a second draft may be circulated prior the developing the final draft for submittal to the Governor.
- Submit the final draft California Transportation Plan to Governor for approval.
- Notify those involved in the outreach effort and issue letters of appreciation to those serving on policy and technical advisory committees and peer review committees.

Database

Staff will develop and maintain a stakeholder database throughout the development of the California Transportation Plan. The database will include:

	<u>Categories:</u>	
Name	Agencies – State, Federal, Regional	
Title	African-American	Media
Organization	American Indian	Safety & Emergency Svc
Address	Asian/Pacific Islander	Senior & Elderly
E-mail address	Business	Technology
	Disabled	Tourism
	Environmental	Traffic Management Agency
	Federal Land Management	Transit/Public Transportation
	Goods Movement	Transportation Advocates
	Land-Use Advocates	General User
	Latino	
	Local Official	
	Low-Income	

The stakeholders included in the database will receive notifications, updates and media specific to their area of interest or general information regarding the CTP. Targeted groups will also receive invitations to participate in focus groups and workshops on specific issues and to gain the concerns of specific groups.

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PUBLIC PARTICIPATION PROGRAM

TIMELINE

California Transportation Plan Public Participation Program Strategy

	<i>April – October 2001*</i>	<i>August – December 2001*</i>
Phase	<u>Visioning</u> Vision, Goals & Objectives Development <ul style="list-style-type: none"> ♦ California’s Future Transportation System ♦ Concept of California’s Future Environment ♦ Purpose of Plan & Relationship to Total Transportation Planning Process 	<u>Scoping</u> Issues for Inclusion in 2002 CTP <ul style="list-style-type: none"> ♦ Scope of Plan ♦ Current & Planned Transportation System ♦ Current & Future Needs Analysis
Objectives	<ul style="list-style-type: none"> ♦ Gain input from various sources to inform the Visioning effort ♦ Solicit & categorize the users & providers primary concerns regarding future mobility ♦ Collaborating with Agencies and Partners 	<ul style="list-style-type: none"> ♦ Input from Visioning Phase informs the Scoping Process ♦ Focus on most frequently identified issues ♦ Target specific groups & geographical concerns
Outreach Strategies	<ul style="list-style-type: none"> ♦ Customer Survey & Targeted Focus Groups ♦ Transportation Futures Forum ♦ Interview key people ♦ Presentations at existing forums ♦ Administer questionnaire to Transportation Partners, Local Officials & Business ♦ Develop Education Component <ul style="list-style-type: none"> ♦ Multilingual outreach material ♦ Presentations in various forums ♦ Develop & implement collaborative strategy with Agencies ♦ Website development & update ♦ Stakeholder database development ♦ Evaluate Effectiveness of Public Participation Pgm 	<ul style="list-style-type: none"> ♦ Establish high level Policy Advisory Committee <ul style="list-style-type: none"> ♦ Targeted Core & Expanded Committee Levels ♦ Input from decision-makers ♦ Input from other State agencies ♦ Provide feedback to early participants regarding how input was used <ul style="list-style-type: none"> ♦ Via written material & website ♦ Presentations at existing forums ♦ Gather input via interactive website <ul style="list-style-type: none"> ♦ Advertise website on printed material, etc.
Groups	<ul style="list-style-type: none"> ♦ Traditionally under-served groups ♦ Transportation Partners, CTC & FHWA/FTA ♦ Federal Land Mgmt & Tribal Gov’ts ♦ Public & Transit Dependents ♦ Local Officials & Business Leaders ♦ Goods Movement Industry & Emergency Svc. Prov. ♦ Millennium Kids & Seniors ♦ Other States and Mexico 	<ul style="list-style-type: none"> ♦ Specific groups impacted by selected issues ♦ State agency & regional management ♦ Caltrans Programs ♦ Early participants in outreach effort ♦ Educational & update material widely distributed

** Approximate time spans for each phase.*

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	<i>December 2001 – October 2002*</i>	<i>August – June 2003*</i>
Phase	<p style="text-align: center;"><u>Issue Development & Technical Analysis</u></p> <ul style="list-style-type: none"> ♦ Issue Development – needs & technical analysis ♦ Criteria for selecting preferred strategy ♦ Strategy development, evaluation & preferred selection ♦ Performance Criteria ♦ Financial Issues 	<p style="text-align: center;"><u>Marketing & Approval</u></p> <ul style="list-style-type: none"> ♦ CTP First Draft Development ♦ Document & Incorporate Comments ♦ Final Draft Development ♦ Distribute Final Draft ♦ Formal Public Hearing ♦ Submit to Governor
Objectives	<ul style="list-style-type: none"> ♦ Scoping Phase informs issue development effort ♦ Gain input & concerns from those groups most directly impacted by selected issues – including: <ul style="list-style-type: none"> ♦ Performance criteria ♦ Prioritizing & resource allocation criteria ♦ Preferred strategy criteria & selection 	<ul style="list-style-type: none"> ♦ Issues & working papers integrated into a cohesive California Transportation Plan ♦ Strategies, performance measures & intended outcomes linked to vision, goals & objectives <ul style="list-style-type: none"> ♦ Linked to RTPs ♦ Linked to other State policies
Outreach Strategies	<ul style="list-style-type: none"> ♦ Establish Technical Advisory Committees for each issue ♦ Enlist “experts” to review & comment on working papers ♦ Continued involvement of Core Policy Advisory Committee & input of Expanded Policy Committee ♦ Outreach to adjacent states as appropriate ♦ Information continuously available & updated on website <p>_____→</p> <p>_____→</p> <p>_____→</p>	<ul style="list-style-type: none"> ♦ Distribute first draft for review & comment <ul style="list-style-type: none"> ♦ Post on website & send notice of availability ♦ Distribute hard copies to key organizations & upon request ♦ Notify public of previous outreach efforts & how to submit comments on Plan ♦ Hold workshops & attend existing meetings to gain input & respond to questions ♦ Document all comments & how used ♦ Distribute second/final draft – same manner ♦ Hold formal Public Hearings on Final Draft ♦ Continuous ♦ Continuous ♦ Continuous
Groups	<ul style="list-style-type: none"> ♦ Experts in specific areas & Caltrans Programs ♦ Those directly impacted by selected issues ♦ Transportation partners ♦ Agencies having policies or regulations associated with issue ♦ Legislative Transportation Subcommittees ♦ Those indirectly impacted by selected issues ♦ All interested persons accessing the website 	<ul style="list-style-type: none"> ♦ Notify all previously involved in the outreach effort ♦ Special effort to those directly impacted, transportation partners & transportation decision makers ♦ FHWA/FTA, legislature

** Approximate time spans for each phase.*