

California Transportation Plan and
Federal Statewide Transportation Improvement Program

Public Participation Plan

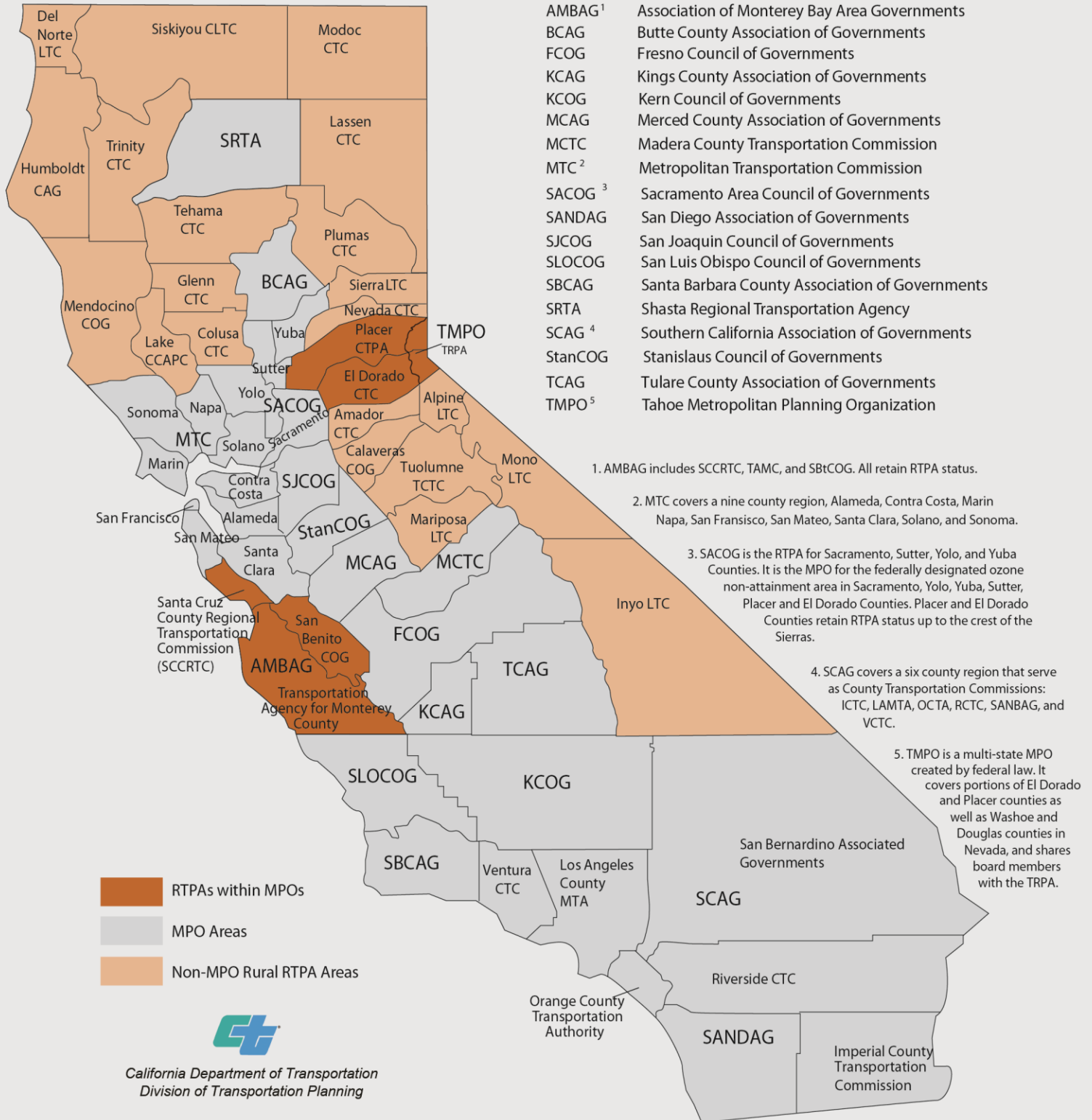
**PUBLIC PARTICIPATION PLAN
CTP & FSTIP**



April 2018

CALIFORNIA

Metropolitan Planning Organizations (MPOs) and Regional Transportation Planning Agencies (RTPAs)



Public Participation Plan

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Federal Statewide Transportation Improvement Program

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CTP & FSTIP**



April 2018



The Public Participation Plan (PPP) for the California Transportation Plan (CTP) and the Federal Statewide Transportation Improvement Program (FSTIP) supports Caltrans’ mission to involve the public in transportation decision-making and responds to federal and state laws and regulations that emphasize public engagement. The primary purpose of the PPP is to foster meaningful and ongoing public involvement in the CTP and FSTIP planning and programming process to ensure future transportation decisions and investments reflect community interests and values.

An involved and well-informed public can contribute invaluable input during all stages of transportation decision-making; however, the public finds the transportation planning and programming process difficult to understand. They also do not know how to get involved in transportation decision making. The PPP offers guidance for public participation efforts to present clear and concise information on the transportation planning and programming process and to explain how and when the public can influence state, regional and local transportation decision-making.

Transportation decisions affect everyone in California. Whether traveling to work, to school, to shop, or to other services, transportation decision-making will have an impact on travel behavior and travel demand. Thus, the PPP documents a roadmap for educating and involving the public to gage support and solicit ideas to help create a sustainable transportation system that will improve multimodal mobility, strengthen communities, and enhance our quality of life.

This PPP provides an overview of the transportation and programming process and contains a basic understanding of key concepts in stakeholder and public engagement. The “Introduction” addresses basic questions about the CTP and FSTIP. The “Purpose and Background” presents the legislative requirements and the information collected for the development of this document. The “Public Participation Principles and Strategies” discusses the importance of outreach methods and activities. The “Getting Involved” identifies opportunities for stakeholders and the public to get involved in the development of major CTP and FSTIP products. Lastly, the “Non-Metropolitan Local, Governments, and other Agencies” covers Caltrans’ commitment to fostering relationships and consultation with non-metropolitan planning agencies and local officials, tribal governments, and various resource agencies for statewide long-range transportation planning and programming efforts.

This document was prepared through a collaborative and transparent approach with input and feedback from our transportation partners, stakeholders, the public, and other interested parties who participated in statewide focus groups, workshops, and tribal listening sessions, local and regional stakeholder presentations and webinars, surveys, and interviews. The collected information helped develop the PPP, which in turn will guide public engagement for the CTP and FSTIP for the following 3-5 years.

We thank all who contributed in the preparation of this document. Special thanks go to MIG, Inc. who originally developed this document in 2008, VRPA Technologies Inc. who updated the plan in 2013, and Caltrans staff who prepared the 2018 update.

Public Participation Plan for the California Transportation Plan and Federal Statewide Transportation Improvement Program

Prepared by

Office of State Planning

Office of Federal Transportation Management Program

California Department of Transportation
Division of Transportation Planning and Division of Transportation Programming
1120 N Street
Sacramento, CA 95814

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MIG, Inc.
800 Hearst Avenue
Berkeley, CA 94710
www.migcom.com

2013 update produced by

VRPA Technologies, Inc.
4630 W. Jennifer, Suite 105
Fresno, CA 93722
www.vrpatechnologies.com

2018 update produced by

MIG, Inc.
800 Hearst Avenue
Berkeley, CA 94710
www.migcom.com

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The California Transportation Plan (CTP) and the Federal Statewide Transportation Improvement Program (FSTIP) are two major products of the statewide transportation planning and programming process produced by the California Department of Transportation (Caltrans) that result in the implementation of transportation policy and projects.

The CTP is California’s long-range transportation plan that provides a vision with a set of supporting goals, policies, and recommendations to help guide transportation related decisions and investments. Updated every five years, the CTP is not project specific but, rather, a policy-driven document. Its purpose is to identify the State’s direction to achieve a safe, sustainable, integrated, and efficient multimodal transportation system to enhance California’s economy and livability over a minimum 20-year planning horizon.

The FSTIP is a four-year statewide multimodal program of prioritized transportation projects derived from local and regional long-range plans prepared by Caltrans, Metropolitan Planning Organization (MPOs), and Regional Transportation Planning Agencies (RTPAs). The FSTIP reflects the State’s transportation vision and goals laid out both in the CTP and in local and regional long-range plans.

Creating the CTP and the FSTIP involves early and continuous public feedback. With the public’s help, Caltrans developed this Public Participation Plan (PPP) to provide the framework for how to engage governments, stakeholders and the public during the development of the CTP and FSTIP.

Truly meaningful public involvement requires an informed public. Therefore, informing and educating the public about how transportation decisions occur in California will be at the forefront of CTP and FSTIP public outreach activities.



Planning versus Programming

Transportation planning is the process of identifying current and future transportation problems and fostering involvement and consensus by all system users for resolving those problems. Public engagement in the planning process helps formulate shared visions, goals, and policies for the future movement of people and freight.

Transportation programming is the process of prioritizing transportation-related projects for funding and delivery. Public engagement in the programming process helps determine where to invest state and federal funding.



PURPOSE AND BACKGROUND

Caltrans' mission to provide a safe, sustainable, integrated and efficient transportation system to enhance California's economy and livability includes providing transportation services in an equitable manner to all segments of society.

Caltrans emphasizes the fair treatment and meaningful involvement of people of all races, cultures, and income levels, including minority and low-income communities, the elderly, individuals with disabilities, and other traditionally underserved populations. Caltrans is committed to engaging the public from the early stages of transportation planning and investment decision-making through construction, operation, and maintenance of a transportation facility.

It is Caltrans' policy to encourage the public to express their needs and concerns to ensure that transportation decisions reflect community values and interests. Caltrans also encourages the public to engage early in the planning process, particularly at the local level, and to stay involved throughout the many stages of the transportation project development. Figure 1 (page 5): Planning and Funding Transportation Projects in California illustrates how public involvement occurs throughout the process.

Federal laws and regulations require public involvement during the transportation planning decision-making process. These laws and regulations flow from legislation typically passed every six years that accompanies "reauthorization" of new federal transportation funding. The most recent multi-year Federal-Aid authorizing legislative act occurred in 2015 with the passage of the *Fixing America's Surface Transportation (FAST) Act*, which affirms the emphasis on providing early and continuous opportunities for public comment (see Appendix A).

Along with FAST Act, Caltrans follows other laws and policies that support public involvement, including Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and Context Sensitive Solutions (CSS). CSS is a collaborative, inter-disciplinary methodology that considers community-sensitive approaches to transportation decision-making that involves stakeholders and the public. Public involvement is also an essential element of the environmental planning review process under the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA).



This document provides several boxes with **"keys to public participation success."** These boxes provide key pointers on how to get involved in the transportation decision-making process.





To form an effective and comprehensive public participation process, Caltrans' PPP team asked the public how they would like to be involved during the development of the CTP and FSTIP.

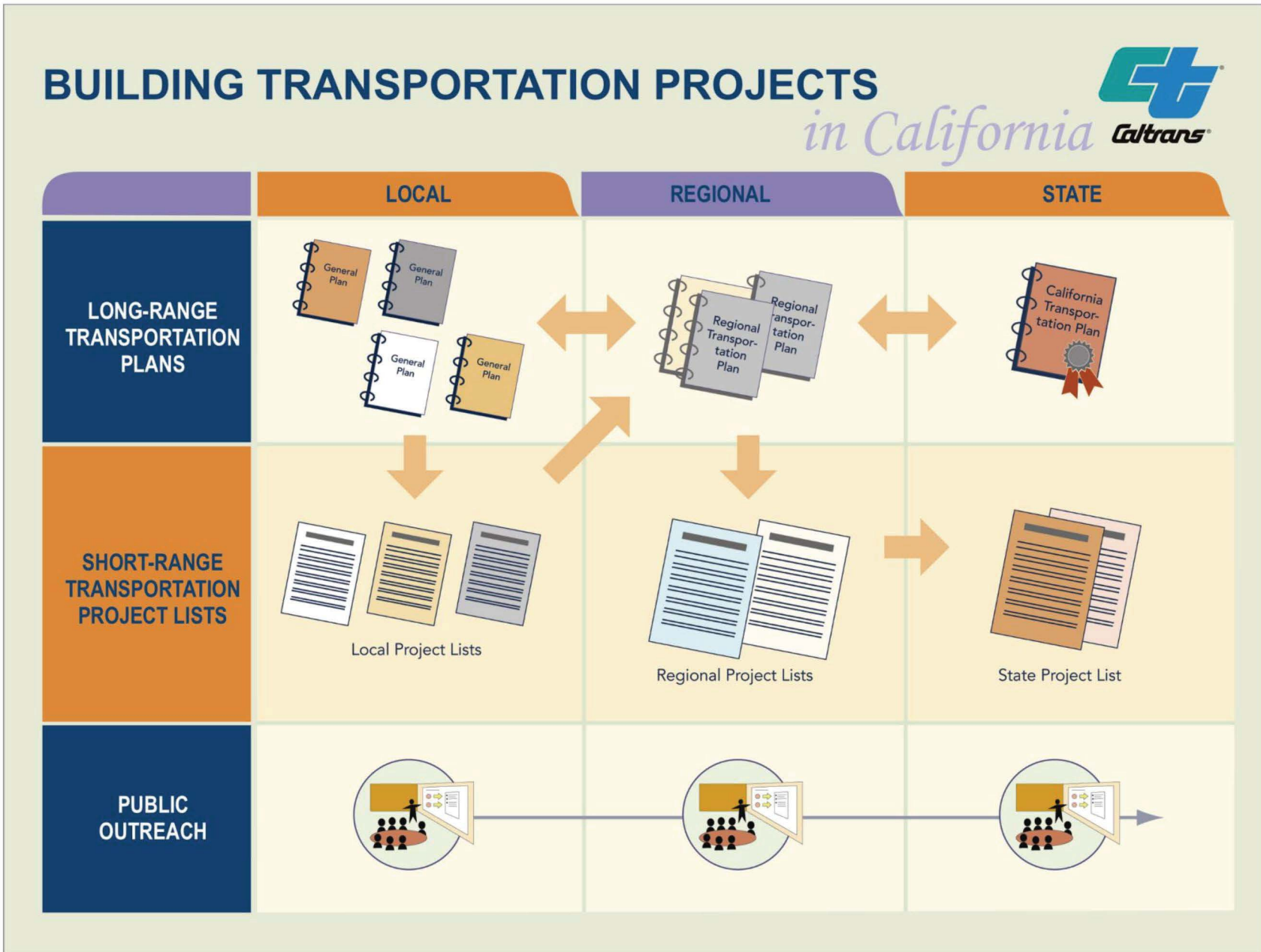
Caltrans wanted to find out how much the public already knew about transportation planning and programming, if they were interested in being more involved in these processes, and strategies they thought would be effective for public input.

To help gather information, Caltrans engaged the consulting firm of Moore, Iacofano, Goltsman, Inc. (MIG) to develop the June 2008 PPP. The subsequent 2013 PPP and the 2018 PPP are minor updates of the 2008 plan.

What We Heard

- The public has a high level of interest in transportation planning and programming (particularly local and regional).
- The public does not understand how to find information or how to provide input.
- The public has a desire to understand the transportation system and its impacts.
- The public wants to express opinions and have them matter.
- The public wants their input to be meaningful.
- The public prefers the Internet as the main communication medium.

FIGURE 1: Planning and Funding Transportation Projects in California





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PUBLIC PARTICIPATION PRINCIPLES AND STRATEGIES

Our outreach activities gave us valuable insight into how the public perceives its role in transportation planning and programming.

People want to provide meaningful input into California's transportation planning and programming process. However, many find transportation planning and programming confusing. They do not understand how and when to be engaged. Some also expressed skepticism as to whether their input would really make a difference.

In response to this input, we have developed the following principles to guide our public engagement efforts:

- Clarify the transportation planning and programming processes.
- Convey the impact and relevance of transportation issues to the public.
- Explain how and when the public can influence State, regional and local transportation policies, and projects.
- Engage a broad spectrum of California's diverse population.
- Continually re-evaluate the effectiveness of the public participation process.



Generate Interest Through Connections

To generate interest in the CTP and FSTIP, public outreach activities must demonstrate how these documents are relevant to people's daily lives. Often when the public comments on transportation plans and programs, the complexity and volume of materials discourages them from further investigation. Bureaucratic documentation creates a sense of detachment that is difficult to overcome. Clearly showing how transportation relates to quality of life issues can help the public make connections to the CTP and FSTIP. For example, a CTP newsletter could feature an article on transportation's effects on public health.



Get Involved Early!

Early and continuous involvement means your input will have greater influence on transportation decision-making.



The following general strategies will build on these principles to ensure a comprehensive, meaningful, and responsive public participation process.

What the Public Wants To Know:

- What is the CTP or FSTIP? Why are these documents important to the State, region, city, and to me?
- What is in the document? How is it organized? How can I find out if a specific project in my area is in the planning or programming phase?
- How does the CTP or FSTIP fit in with regional and local plans and programs? Is it too late for my input at the statewide level?
- How do these projects receive funding?
- What type of input does Caltrans want from me, and by when? Will my input change the details of a project that is in the FSTIP?
- Why is commenting on the CTP or FSTIP worth my time?

utiliz



Visualization Techniques

- Process graphics or wallgraphics
- Maps
- Flowcharts
- Photo Simulations
- Live Audience Polling (clicker technology)
- Interactive displays
- Artist renderings and drawings
- Transportation scenario planning

We can increase public interest in the CTP and the FSTIP by clarifying the transportation planning and programming processes.

To explain these complicated procedures, we will develop educational materials that simplify transportation planning and programming, and answer questions like those shown in the sidebar. Comprehensive reference documents will be available for those wishing an in-depth explanation of these activities. Another way to help the public understand transportation planning and programming is to incorporate visualization techniques whenever possible, both on the web and in printed materials.

Visuals such as charts, graphs, drawings, photos, and process graphics often convey technical information, complex ideas, or concepts more effectively than a narrative format.

The sidebar includes some of the visualization techniques we plan to use during public outreach events.

Appendix B shows a visual example of one of these techniques – a wallgraphic created during a typical community planning session.

Be Transparent

The public should be able to access transportation planning and programming documents easily, find out about public involvement opportunities, and know that their comments are considered.

Because public involvement for the CTP and the FSTIP covers the entire State, the internet offers the most practical communication method.

The public confirmed this assumption during our outreach activities, as they told us that they prefer web communication to all other methods. Therefore, a comprehensive web portal will provide the focus for our public participation efforts.

The CTP web portal will include the following features:

- User-friendly and attractive interface
- Clear information about statewide, regional, and local transportation planning and programming
- Fact sheets, online newsletters and/or Frequently Asked Questions (FAQ) page
- A calendar and schedule of public outreach activities
- Timelines and “next steps” outlining the planning process
- Links to other planning and programming documents of interest to the public
- Public comment forms (with immediate acknowledgement of receipt and timely response)
- Signup forms for further information and updates via email or web feed
- Contact names and phone numbers
- A format that can link to software for the visually impaired
- Availability of alternative formats (e.g., a printed and mailed version of the website material)
- Continual updating
- Videos
- Social Networking (Facebook, Twitter)



Where to find us!

For up-to-date information on the CTP and the FSTIP go to our websites at:
www.californiatrnsportationplan.org
and
www.dot.ca.gov/hq/transprog/oftmp.htm



PUBLIC PARTICIPATION PRINCIPLES AND STRATEGIES

Use Diverse Outreach Tools

While a comprehensive and dynamic online presence will be the focal point of our public participation efforts, we recognize that to reach a broad spectrum of the public we must employ a wide range of outreach techniques.

The Public Outreach Toolbox to the right lists some of the many tools that we will use to engage the public.

In addition to these tools, on an as-needed basis, we also will provide language assistance to participants whose first language is other than English, provide documents in alternate formats to those with sensory disabilities, and provide disability assistance at workshops.

We will also strive to make workshops and focus groups as open to as many people as possible by choosing easily accessible locations familiar with the public that are ADA compliant, near public transit, and that have available parking for vehicles and bicycles, and accommodating nontraditional work schedules.

Appendix C includes a more detailed description of the outreach methods Caltrans will use during CTP and FSTIP public participation events.

Public Outreach Toolbox

- Dynamic website
- Email Blasts
- Focus Groups
- Regional Workshops
- Stakeholder and community group presentations
- Connecting with trusted community leaders
- Mainstream and multicultural media outreach
- Newsletters
- Surveys
- Social Media
- Community websites

Engage the Traditionally Underserved

Individuals from underserved, Tribal, and low-income communities, the elderly, and individuals with disabilities, have experienced barriers participating in the transportation decision-making process. These traditionally underserved populations should be encouraged to participate in transportation planning and programming.

Limited transportation access, childcare needs, work schedules, and cultural, linguistic and economic barriers are just some of the hurdles that keep traditionally underserved populations from attending workshops and focus groups.

We plan to provide meaningful public involvement opportunities by seeking out and considering the needs of those traditionally underserved who face challenges accessing social and economic opportunities such as employment, shopping, recreation, education, and health care services.

Effective strategies aimed at traditionally underserved communities may include advertising in multicultural media, providing outreach materials on public transit service and at facilities, churches, and schools. Other opportunities may include actively engaging members at community gathering places, conducting presentations, door-to-door canvassing, convening community advisory boards, and communicating through trusted community leaders who have a rapport with community members and understand the needs and resources of local populations.

In all cases, we must bridge the cultural, economic, and linguistic differences that affect participation and clearly show how the CTP and FSTIP are relevant in addressing the continuing inequities that traditionally underserved community's experience.

PUBLIC PARTICIPATION PRINCIPLES AND STRATEGIES

Highway 99 Soundwall Community Safety Enhancement Project

Caltrans District 3, the City of Sacramento, the County of Sacramento, MIG, Inc., and VRPA Technologies, Inc., worked together to plan and carry out the Highway 99 Soundwall Community Safety Enhancement Project.

The goal of this project was to improve community safety and aesthetics along the Highway 99 corridor in a community in the Sacramento area while dramatically reducing maintenance costs for Caltrans.

One of the primary objectives for the project was to promote environmental justice through improved public safety within the project area, which is a predominately low-income residential area.

Special outreach techniques and methods to reach property owners included:

- Door-to-door outreach and outreach packets, (English and Spanish language materials),
- Letters to community members in English and Spanish,
- Postcard invitations for community meetings,
- Two community meetings held at different locations,
- Regularly updated project website, and
- Meeting amenities including food and bilingual childcare

The door-to-door outreach provided a “friendly face” for the project, and provided project updates, and an opportunity for property owners to ask questions and voice their concerns.

The extensive public outreach resulted in a favorable outcome for most of the property owners, Caltrans, and other parties.

Another approach toward reaching traditionally underserved groups is to build upon existing Caltrans outreach efforts. For example, reaching out to Caltrans sponsored work groups such as the Native American Advisory Committee (NAAC), Active Transportation and Livable Communities (ATLC), and the California Bicycle Advisory Committee (CBAC) provides direct involvement with representatives advocating underserved groups. Many of these groups have websites, email lists, and meetings that provide opportunities to solicit input on the CTP or FSTIP.

Engage Specific Stakeholder Groups

An essential component of the public participation process is the active engagement of stakeholder groups. Members of environmental associations, business alliances, community organizations and other groups often have a considerable investment in transportation issues and can offer valuable feedback in the planning process.

Appendix D provides a matrix with recommended outreach methods, special considerations, and topics of high interest for specific stakeholder categories.

This matrix includes recommended strategies for the “category” of interested party (see sidebar, next page) called out in the federal regulations found in Appendix A.

For example, in our research for this plan, freight transportation stakeholders told us that one of their main concerns was to educate the public about the importance of freight transportation in California. A recommended strategy for engaging freight shippers is to provide briefings to freight stakeholder groups to share information and discuss statewide concerns regarding freight transportation policies, needs and issues including how to address them in the CTP.

PUBLIC PARTICIPATION PRINCIPLES AND STRATEGIES



Get Connected!

Chances are there are other people who share similar transportation concerns as yours. To increase the effect of your input, join a community or advocacy group that represents your interests.



Interested Parties Under Federal Regulations

- Citizens
- Affected public agencies
- Representatives of public transportation employees
- Freight shippers
- Private providers of transportation
- Representatives of users of public transportation
- Representatives of users of pedestrian walkways and bicycle transportation facilities
- Representatives of the disabled
- Providers of freight transportation services

Respond to Public Comments and Provide Transparency and Accountability

The public wants to know what effect their input will have and how it will be addressed. We are committed to soliciting, documenting, analyzing, and providing appropriate follow-up responses to every comment we receive. Responding appropriately to public comments will foster public trust and department credibility. Responses will vary depending upon the nature of the response and the type of comments solicited.

We have outlined the following protocol for sorting and responding to user comments:

- **Specific comments on the CTP or FSTIP will be addressed either individually or as part of a general response.** For example, workshop and focus group participants stated they were skeptical whether their comments are considered in the planning and programming process. To ensure transparency and accountability, public comment logs were available on the CTP website for each public review period, demonstrating that we value, consider, and incorporated their input. Likewise, during the FSTIP update, a section of the FSTIP is dedicated to addressing and responding to public comments.
- **Questions or comments that do not apply to the CTP or FSTIP will be directed to the proper Caltrans contact.** For example, during outreach for the CTP, Caltrans staff received questions regarding the need for, or the status of, a specific transportation project. Caltrans staff forwards these types of inquiries to the Caltrans district office serving the specific geographic area in question.

PUBLIC PARTICIPATION PRINCIPLES AND STRATEGIES

- **In some cases, a comment may be appropriate to the CTP or FSTIP, but fall outside the scope of the current update.**
In such cases, the issue will be acknowledged, documented and addressed in a future updated plan or program.
- **All comments received during outreach activities will be available for viewing on both the CTP and FSTIP websites.**

Evaluate and Update the Public Participation Plan on a Regular Basis

Caltrans will evaluate and update the PPP periodically to ensure it advocates meaningful and proactive involvement that supports early and continuous participation in the planning and programming decision-making process.

We will gauge the effectiveness of public outreach activities by asking the public to fill out an evaluation at the end of a specific event that includes questions like the ones below:

- Did you have an opportunity to participate?
- Did you have a voice in the planning and programming efforts?
- Did you understand the issues?
- Did you feel that Caltrans was responsive to your comments?
- Were you satisfied with the results of the event?

Feedback from individual outreach activities will provide input into the development of the next PPP.

Each PPP update will be available for public review and comment for at least 45 days. Outreach will include notifying interested and affected parties such as agencies, government entities, stakeholders,

Tribes, community organizations representing Title VI and Environmental Justice groups, and the public.

Caltrans is committed to providing up-to-date strategies and techniques for communicating information and collecting public input for the CTP and FSTIP to the maximum extent possible.

CTP 2040 Workshop Major Findings

- Most workshop participants heard about the event through email and their own professional or social networks.
- Ninety-three percent of workshop participants rated the event as either “Excellent” or “Good.”
- Twenty-five percent of workshop participants were very familiar with the CTP 2040; however, the majority was somewhat familiar with the plan.
- Participants who identified themselves as representing a minority population or organization were primarily serving the Hispanic community with 30% representing low-income populations, 20% persons with disabilities, and 26% the elderly.
- Although most focus group participants used social media, they felt the best way to create awareness and engage the public was through traditional media.



Planning California's transportation system requires extensive coordination between Caltrans and a host of local and regional planning agencies.

In California, Metropolitan Planning Organizations (MPO) in urbanized areas with a population greater than 50,000 and Regional Transportation Planning Agencies (RTPA) in rural areas are responsible for regional planning. MPOs and RTPAs are required to develop multi-county and countywide transportation planning documents. Each MPO and RTPA, as required by state and federal law, is liable for preparing a Regional Transportation Plan (RTP), which describes existing and projected transportation needs, conditions, and financing affecting all modes of travel within a 20-year planning horizon. The front inside cover of this document includes a map of all California's MPOs and RTPAs.

Caltrans and regional planning agencies conduct extensive public outreach throughout the transportation planning and programming process to ensure California's transportation policies and programs match public needs.

Table 1 (page 16): PPP, CTP and FSTIP Public Involvement; illustrates opportunities for the public to get involved in the development of PPP, CTP and FSTIP.

California Transportation Plan

The California Transportation Plan (CTP) is a statewide, long-range transportation plan that provides a vision with a set of supporting goals, policies, and recommendations to help guide transportation-related planning, decision-making, and investments.

Developed in collaboration with our transportation partners, stakeholders, and the public, the CTP identifies the direction for the transportation system

and serves as a common policy framework for recommendations to achieve a safe, sustainable, integrated, and efficient multimodal transportation system to enhance California's economy and livability.

The CTP builds on Regional Transportation Plans (RTPs) and Sustainable Communities Strategies (SCSs) developed by Metropolitan Planning Organizations, and the transportation and land use visions developed by rural Regional Transportation Planning Agency's (RTPAs). The CTP also integrates Caltrans statewide long-range modal plans and programs with the latest tools and technology. The following six modal plans help contribute to the development of the CTP: California Bicycle and Pedestrian Plan, California State Rail Plan, California System Aviation Plan, Freight Mobility Plan, Interregional Transportation Strategic Plan, and the Statewide Transit Strategic Plan.

CTP updates occur every five years and outline a vision for the State's transportation system over a minimum 20-year planning horizon. Approval of the last CTP update, the CTP 2040, occurred in June 2016. The next update, scheduled for December 2020, will have a 2050 planning horizon.

Senate Bill (SB) 391 (Liu, 2009) adds new requirements to meet California's climate change goals by identifying the statewide, integrated multimodal transportation system needed to achieve greenhouse gas emissions to 1990 levels by 2020 and 80 percent below 1990 levels by 2050.

As defined by State statute, the CTP does not include specific transportation projects; rather, it is a policy driven document designed to shape California's transportation vision for the next 20 or more years. Caltrans develops the CTP and the Governor or Governor's designee adopts the plan.

Table 1: PPP, CTP and FSITP Public Involvement

What	When	Where	How	Why
PPP - Extensive public participation plan to help guide early and continuous public engagement for the CTP and FSTIP.	During updates, every 3-5 years	<ul style="list-style-type: none"> • Draft PPP is released on Caltrans website for a 45-day statewide public review and comment period. • Caltrans responds to comments as appropriate. 	<p>Use a range of methods such as:</p> <ul style="list-style-type: none"> • Telephone interviews with key stakeholders • Regional focus groups • Web surveys 	<ul style="list-style-type: none"> • Determine the most effective methods for engaging the public in the development of the CTP & FSTIP. • Influence how the public participates in CTP & FSTIP development.
CTP - The State's long-range transportation planning policy document.	During updates, every 5 years	<ul style="list-style-type: none"> • Opportunities to participate on the Caltrans website during early CTP development. • Input at appropriate regional workshops across the State (i.e., rural, urban, coastal, southern, northern, and central). • Draft CTP posted on the Caltrans website for a 45-day public review and comment period. • Caltrans responds to comments as appropriate. 	<p>Use a range of methods such as:</p> <ul style="list-style-type: none"> • Dynamic website that is readily accessible • Email blasts • Focus groups • Regional workshops • Stakeholder group presentations • Media outreach • Surveys 	<ul style="list-style-type: none"> • Educate the public about State transportation issues, and planning and programming processes. • Identify the public's transportation concerns and where the public would like the state to invest its transportation dollars. • Influence long-range state transportation planning vision, goals, policies, and recommendations.

Table 1: PPP, CTP and FSTIP Public Involvement (continued)

What	When	Where	How	Why
<p>CTP Amendments Interim updates to the State's long-range transportation planning policy document based on new requirements.</p>	<p>As directed by federal statute (i.e., Fast Act)</p>	<ul style="list-style-type: none"> • There are similar opportunities to participate on Caltrans website; a limited number of regional workshops; and a 45-day public review and comment period of the draft CTP on the Caltrans website. • Caltrans responds to comments as appropriate. 	<ul style="list-style-type: none"> • Use similar outreach techniques as for the CTP but on a more limited scale than a formal CTP update. 	<ul style="list-style-type: none"> • Educate the public about new federal requirements and where there are gaps in new requirements. • Gain consensus on framework or focus for the vision, goals, policies, and recommendations of the next full CTP update.
<p>FSTIP Update. Project-specific list of MPO short-range programs and rural projects based on available funding.</p>	<p>Typically, every other year, no later than December of even years</p>	<p>Options include:</p> <ul style="list-style-type: none"> • Websites of individual MPOs and/or RTPAs (See Appendix E) • Caltrans' transportation Programming website • State Clearinghouse • Library distribution (State & Caltrans) 	<p>Options include:</p> <ul style="list-style-type: none"> • Email notifications • Hard-copy available at selected locations • Attending public meetings, workshops, presentations 	<ul style="list-style-type: none"> • Opportunity for interested parties to comment on statewide programming document • Enables informed decision making
<p>FSITP Amendments. Amendments are changes in scope, cost, and schedule that require public review.</p>	<p>Processed as needed for major changes</p>	<p>Options include:</p> <ul style="list-style-type: none"> • MPO and/or RTPA websites • Caltrans' Transportation Programming website • Caltrans District Offices 	<p>Options include:</p> <ul style="list-style-type: none"> • Web postings • Review and comment 	<ul style="list-style-type: none"> • Opportunity for interested parties to comment on changes in scope, cost, and schedule • Enables informed decision making

GETTING INVOLVED

Regional Long-Range Planning

The Regional Transportation Plan (RTP), also called a Metropolitan Transportation Plan (MTP) or Regional Long-Range Transportation Plan, is the mechanism by which California MPOs and RTPAs conduct long-range (minimum of 20 years) planning in their respective regions.

The purpose of the RTP is to establish regional goals, identify present and future needs, deficiencies, and constraints, analyze potential solutions, estimate available funding and propose investments that promote the safe and efficient management, operation and development of a regional transportation system that will serve the mobility needs of people and freight.

The RTP presents an avenue for public participation in the long-range transportation planning process at the regional level. As mandated by federal law, MPOs and RTPAs must develop and use a documented participation plan that defines a process for providing the public with reasonable opportunities to be involved in the development of regional transportation plans and programs.

Federal Programming

In conjunction with regional long-range plans, MPOs are responsible for developing and updating the Federal Transportation Improvement Program (FTIP). The FTIP is a short-range program of specific projects for a metropolitan area derived from a long-range plan and supported with available federal transportation funds to maintain, operate, and improve the region's multimodal transportation system. The FTIP is financially constrained which means that the project funding amount must not exceed the amount of estimated available funding. MPOs provide an opportunity for public review and comment before finalizing its FTIP. The MPO board approves the final FTIP and submits it to Caltrans for inclusion in the FSTIP.

The Federal Statewide Transportation Improvement Program (FSTIP) is a statewide programming document required by federal law and prepared by Caltrans. The FSTIP contains FTIPs and projects from rural areas not within MPO regions. The FSTIP spans a defined period (currently four years) and reflects prioritized projects based on available funding. Currently, Caltrans updates and amends the FSTIP every even year (see Table 2: Programming: Step by Step for the FSTIP update and amendment processes). During each update, the FSTIP is available for public review and comment 14 to 30 days. Caltrans approves the final FSTIP, as delegated by the governor, and submits it to the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) for their approval. Because federal law requires Caltrans to either include or exclude these regional programming documents without alteration, the FSTIP itself provides limited opportunity to adjust specific projects included in individual FTIPs.



Get Informed!

Review MPO and RTPA planning documents or PPP by visiting their website.



GETTING INVOLVED

The value of public review and comment on the FSTIP lies in the opportunity to view upcoming transportation projects from a statewide perspective.



In other words, by providing a comprehensive overview of regional projects and programs, the FSTIP shows the “big picture” of California’s future transportation investments.

This allows the public to see the relationships between connecting regions, and to understand the nature of project funding.

The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) jointly approve the FSTIP. Following approval of the FSTIP, amendments are processed as needed. An amendment is any major change in project cost, scope, or schedule. Amendments to the FSTIP are processed according to Amendment Modification Guidelines developed in cooperation and consultation with FHWA, FTA, and individual MPOs (see the FSTIP website for more information). Periodically, minor changes (administrative modifications) are processed that do not require public review. FSTIP amendments are available for public comment concurrent with, or after, the public comment period for individual FTIP amendments. Amendments for projects in rural counties are available for public comment via the Internet at the State level and/or the regional level.



Other Public Involvement Opportunities

In addition to the CTP and FSTIP, a wide range of planning and programming documents provide excellent opportunities for early and continuous public involvement. The importance of these additional outlets cannot be overestimated. These regional and local efforts offer individuals further opportunities to influence their neighborhoods and communities.

Figure 2 (page 24): Public Involvement Opportunities in California lists a few of those additional resources. These planning and programming processes are critical elements leading to the development of the FSTIP. Because regional plans and programs are developed and approved before the FSTIP process begins, participation during these public involvement efforts provides an earlier opportunity for public input.

GETTING INVOLVED

Stay Involved Beyond Planning and Programming

Opportunities for public involvement extend beyond planning and programming efforts, and include public input during project implementation.

Caltrans has several policies, including Context Sensitive Solutions (CSS) which is a collaborative approach among transportation partners, stakeholders, and the public in all phases of program delivery including long-range planning, programming, environmental studies, design, construction, and maintenance that help preserve and enhance community values while improving safety and mobility on state highways that serve as main streets.

Another policy includes Complete Streets, which considers planning, design, operation, and maintenance to provide safe mobility for all users, including bicyclists, pedestrians, transit users, and motorists.

There are also opportunities to stay involved in other project implementation activities, such as construction and maintenance.



Members of the public can check their local Caltrans office to find out how to be involved in the following project implementation opportunities:

- Operations and Design
- Environmental Review
- Construction and Maintenance



Get Involved Locally!

Check out your RTPA or MPO's website. See Appendix E for a list of California's MPOs and RTPAs and links to their websites.



Stay Involved!

Public involvement does not end with programmed projects. Go to the Caltrans home webpage at "www.dot.ca.gov" to locate your Caltrans district office to find out how you can be involved during Project Implementation. The inside back cover of this Plan has a map that shows the location of all the Caltrans district offices.

GETTING INVOLVED

Table 2: Programming, Step by Step

FSTIP Update Process (*process and timeframes may vary*)

Step	1	2	3	4	5
Action	MPOs submit FTIPs to Caltrans. Caltrans develops rural project lists.	FSTIP public review and comment period.	Caltrans submits FSTIP to FHWA and FTA.	FHWA and FTA approve FSTIP.	Caltrans posts approved FSTIP.
Timeline	Typically by September 1 of even number years	14 - 30 days (typically October even years)	Typically by November even years	Within 30 days	Within 7 days
Where to Find	Websites: MPO and RTPA* FSITP**	FSITP Website** State Library, Caltrans library	FSTIP Website**		FSTIP Website**

* Refer to Appendix E for website information

** See FSTIP website at <http://dot.ca.gov/hq/transprog/oftmp.htm>

GETTING INVOLVED

Table 2: Programming, Step by Step (continued)

FSTIP Amendment Process for Metropolitan Planning Organization Region *(process and timeframe may vary)*
 FSTIP amendments are major changes to projects that require public review.

Step	1	2	3	4	5	6	7	8
Action	MPO informs Caltrans of public comment period for draft FTIP amendment.	Caltrans posts notice of FSTIP amendment to FSTIP website.	Public reviews the draft FSTIP.	MPO submits final FTIP amendment to Caltrans for review.	Caltrans forwards FTIP amendment & recommendation for inclusion in FSTIP to FHWA/FTA.	Caltrans posts the FTIP amendment & FSTIP recommendation to FSTIP website.	FHWA/FTA responds to FSTIP recommendation. Approval constitutes inclusion of changes in the FSTIP.	Caltrans posts the FHWA/FTA approval letter to FSTIP website.
Timeline	Varies by MPO	Within 7 days	Varies by MPO. Typically 14-30 days	Varies by MPO	Within 30 days	Within 7 days	Within 30 days	Within 7 days
Where to Find	MPO's website and other venues as required by MPOs Public Participation Plan*			MPO's website*	FSTIP Website**	FSTIP Website**		FSTIP Website**

* Refer to Appendix E for website information

** See FSTIP website at <http://dot.ca.gov/hq/transprog/oftmp.htm>

GETTING INVOLVED

Table 2: Programming, Step by Step (continued)

FSTIP Amendment Process for Rural Counties
 FSTIP amendments are major changes to projects that require public review.

Step	1	2	3	4	5
Action	<p>Caltrans provides project lists to rural county RTPA.</p> <p>RTPA conducts public notice for air quality conformity as required.</p>	<p>Caltrans prepares FSTIP amendment.</p> <p>Caltrans will post a notice of FSTIP amendments to the FSITP website.</p> <p>The draft FSTIP amendment and Caltrans recommendation will also be posted on the FSTIP website for public review.</p>	<p>Caltrans forwards FSTIP amendment and recommendation to FHWA and FTA for approval.</p>	<p>FHWA and FTA respond to FSTIP recommendation.</p>	<p>Caltrans posts FHWA/FTA approval letter to FSTIP website.</p>
Timeline	<p>Varies</p>	<p>Amendments will be prepared quarterly.</p> <p>Amendments will be posted for 14 days for public review.</p>	<p>Within 7 days of completion of public review</p>	<p>within 30 days</p>	<p>Within 7 days</p>
Where to Find	RTPA Websites*	FSITP Website**			FSTIP Website**

* Refer to Appendix E for website information

** See FSTIP website at <http://dot.ca.gov/hq/transprog/oftmp.htm>

FIGURE 2: Public Involvement Opportunities in California



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ncisco

No Smoking / Food / Drink

EXIT

← Millbrae

San Francisco



NON-METROPOLITAN LOCAL OFFICIALS AND OTHER AGENCIES

Fixing America's Surface Transportation (FAST) Act legislation emphasizes increased cooperation and consultation with non-metropolitan local officials and Tribal Governments to ensure the transportation decision-making process addresses rural and tribal community values and interests. Caltrans recognizes the importance for early and continuous consultation with non-metropolitan local officials and Tribal Governments, as well as various resource agencies when carrying out the planning and programming process.

Consultation with Non-Metropolitan Planning Agencies and Local Officials

Federal regulations require the State to provide affected non-metropolitan officials with responsibility for transportation or, if applicable regional transportation planning agencies, an opportunity to participate in the development of the long-range statewide transportation plan and Federal Statewide Transportation Improvement Program, and to develop and document a consultative process for carrying out non-metropolitan participation.

Caltrans consulted with metropolitan and non-metropolitan planning agencies during the update of the CTP 2025 in 2006, the CTP 2030 Addendum in 2007, and the CTP 2040 in 2016, and will continue to consult with them on substantive changes on future CTP updates and other statewide transportation plans and programs. Caltrans will continue to consult with non-metropolitan regional transportation planning agencies and local officials as required by FHWA and FTA, and as outlined in the Non-Metropolitan Local Official Consultation Process adopted by Caltrans March 23, 2016 (Appendix F).

Tribal Government Consultation

Caltrans is committed to early, meaningful, and ongoing consultation and collaboration with California Tribal Governments and Native American communities in the transportation planning and programming process. It is important to listen and understand the views and recommendations of Tribal Governments to ensure transportation decisions and investments reflect tribal community values and interests, including the preservation and protection of cultural resources.

Federal regulations and current surface transportation reauthorization law (FAST Act) requires the State to engage Tribal Governments in government-to-government consultation in the development of the CTP and FSITP.



During the recent development of the California Transportation Plan (CTP) 2040, Caltrans sent out letters inviting formal government-to-government consultation, facilitated four statewide tribal listening sessions, conducted a statewide tribal webinar, provided two public review and comment periods, attended Caltrans' Native American Advisory Committee (NAAC) meetings, and nominated a Tribal representative to participate on the Policy Advisory Committee (PAC).

Caltrans will continue to foster and facilitate ongoing positive government-to-government consultation and relations between the Department and California Tribal Governments throughout the planning, programming, and project delivery process.

Agency Consultation

Senate Bill 391 (Liu, 2009) requires Caltrans to consult and coordinate during the preparation of the CTP with various organizations, including the California Transportation Commission, Strategic Growth Council, Air Resources Board, Energy Commission, air quality management districts, public transit operators, and regional transportation planning agencies. Caltrans must also provide an opportunity for input by the public.

During the development of the CTP, Caltrans will continue to consult with federal, State, tribal, regional, and local governments for review and comment. The goal and focus of the CTP update will be to encourage and refine efforts in considering issues early in the transportation planning process and to expand the framework to support implementation of the consultation process.



APPENDICES



APPENDICES

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APPENDIX A



23 Code of Federal Regulations (CFR) §450.210

Federal Register/Vol. 81, No. 103/

Friday, May 27, 2016/Rules and Regulations § 450.210
Interested parties, public involvement, and consultation

(a) In carrying out the statewide transportation planning process, including development of the long-range statewide transportation plan and the STIP, the State shall develop and use a documented public involvement process that provides opportunities for public review and comment at key decision points.

(1) The State's public involvement process at a minimum shall:

(i) Establish early and continuous public involvement opportunities that provide timely information about transportation issues and decision-making processes to individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, private providers of transportation (including intercity bus operators), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, providers of freight transportation services, and other interested parties;

(ii) Provide reasonable public access to technical and policy information used in the development of the long-range statewide transportation plan and the STIP;

(iii) Provide adequate public notice of public involvement activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed long-range statewide transportation plan and STIP;

(iv) To the maximum extent practicable, ensure that public meetings are held at convenient and accessible locations and times;

(v) To the maximum extent practicable, use visualization techniques to describe the proposed long-range statewide transportation plan and supporting studies;

(vi) To the maximum extent practicable, make public information available in electronically accessible format and means, such as the World Wide Web, as appropriate to afford reasonable opportunity for consideration of public information;

(vii) Demonstrate explicit consideration and response to public input during the development of the long-range statewide transportation plan and STIP;

(viii) Include a process for seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services; and

(ix) Provide for the periodic review of the effectiveness of the public involvement process to ensure that the process provides full and open access to all interested parties and revise the process, as appropriate.

(2) The State shall provide for public comment on existing and proposed processes for public involvement in the development of the long-range statewide transportation plan and the STIP. At a minimum, the State shall allow 45 calendar days for public review and written comment before the procedures and any major revisions to existing procedures are adopted. The State shall provide copies of the approved public involvement process document(s) to the FHWA and the FTA for informational purposes.

(3) With respect to the setting of targets, nothing in this part precludes a State from considering comments made as part of the State's public involvement process.

(b) The State shall provide for nonmetropolitan local official participation in the development of the long-range statewide transportation plan and the STIP. The State shall have a documented process(es) for cooperating with nonmetropolitan local officials representing units of general purpose local government and/or local officials with responsibility for transportation that is separate and discrete from the public involvement process and provides an opportunity for their participation in the development of the long-range statewide transportation plan and the STIP. Although the FHWA and the FTA shall not review or approve this cooperative process(es), the State shall provide copies of the process document(s) to the FHWA and the FTA for informational purposes.

(1) At least once every 5 years, the State shall review and solicit comments from nonmetropolitan local officials and other interested parties for a period of not less than 60 calendar days regarding the effectiveness of the cooperative process and any proposed changes. The State shall direct a specific request for comments to the State association of counties, State municipal league, regional planning agencies, or directly to nonmetropolitan local officials.

(2) The State, at its discretion, is responsible for determining whether to adopt any proposed changes. If a proposed change is not adopted, the State shall make publicly available its reasons for not accepting

the proposed change, including notification to nonmetropolitan local officials or their associations.

(c) For each area of the State under the jurisdiction of an Indian Tribal government, the State shall develop the long-range statewide transportation plan and STIP in consultation with the Tribal government and the Secretary of the Interior. States shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with Indian Tribal governments and Department of the Interior in the development of the long-range statewide transportation plan and the STIP.¹

(d) To carry out the transportation planning process required by this section, a Governor may establish and designate RTPOs to enhance the planning, coordination, and implementation of the long-range statewide transportation plan and STIP, with an emphasis on addressing the needs of nonmetropolitan areas of the State. In order to be treated as an RTPO for purposes of this Part, any existing regional planning organization must be established and designated as an RTPO under this section.

¹ As required by MAP-21,* new rules and regulations will be initiated for performance measures by April 1, 2014.

*Moving Ahead for Progress in the 21st Century Act (MAP-21)

(1) Where established, an RTPO shall be a multijurisdictional organization of nonmetropolitan local officials or their designees who volunteer for such organization and representatives of local transportation systems who volunteer for such organization.

(2) An RTPO shall establish, at a minimum:

(i) A policy committee, the majority of which shall consist of nonmetropolitan local officials, or their designees, and, as appropriate, additional representatives from the State, private business, transportation service providers, economic development practitioners, and the public in the region; and

(ii) A fiscal and administrative agent, such as an existing regional planning and development organization, to provide professional planning, management, and administrative support.

(3) The duties of an RTPO shall include:

(i) Developing and maintaining, in cooperation with the State, regional long-range multimodal transportation plans;

(ii) Developing a regional TIP for consideration by the State;

(iii) Fostering the coordination of local planning, land use, and economic development plans with State, regional, and local transportation plans and programs;

(iv) Providing technical assistance to local officials;

(v) Participating in national, multistate, and State policy and planning development processes to ensure the regional and local input of nonmetropolitan areas;

(vi) Providing a forum for public participation in the statewide and regional transportation planning processes;

(vii) Considering and sharing plans and programs with neighboring RTPOs, MPOs, and, where appropriate, Indian Tribal Governments; and

(viii) Conducting other duties, as necessary, to support and enhance the statewide planning process under §450.206.

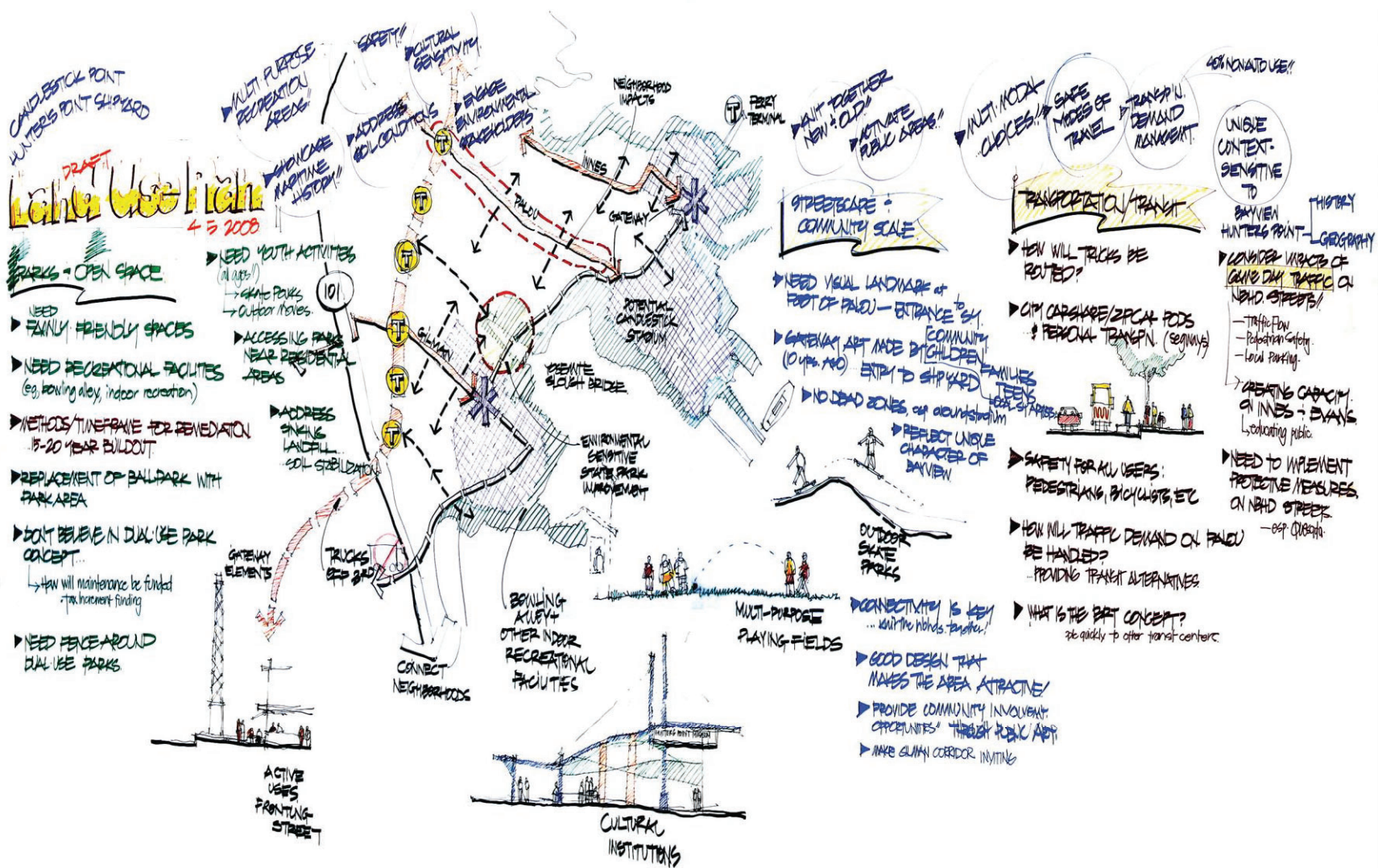
(4) If a State chooses not to establish or designate an RTPO, the State shall consult with affected nonmetropolitan local officials to determine projects that may be of regional significance.

APPENDIX B



Visualization Example: Wallgraphic

Visualization Example: Wall Graphic



APPENDIX C



Outreach Methods Summary

The following techniques are potential outreach methods to use during the California Transportation Plan (CTP) and Federal Statewide Transportation Improvement Program (FSTIP) public participation process to inform, consult, involve, and collaborate with stakeholders and the public. Actual outreach methods for a specific CTP and FSTIP planning or programming public involvement activity will be determined based on available resources, time constraints, and applicability. As the public engagement processes progresses, a schedule of public participation activities will be available on the Caltrans CTP and/or FSTIP website.

Public Participation Website

Because public and stakeholders told us that the internet was their preferred communication method, a comprehensive website will be a focus of our public participation efforts to provide information and invite feedback. A high-quality design will help generate interest in statewide engagement efforts. The public participation website for both the CTP and FSTIP should provide the following features:

- User-friendly and attractive
- Frequently Asked Questions (FAQ) page
- Information on statewide, regional, and local transportation planning and programming plus how they fit together
- A summary of the CTP or FSTIP that focuses on “hot-button” issues such as high-speed rail, climate change, greenhouse gas emissions, public health, energy reduction, land use, alternatives to driving alone, highway congestion, project delivery, transportation funding, and ADA compliance
- A table of contents for posted documents with separate links for individual chapters
- Public comment forms, with responses delivered promptly
- Timelines

- Next Steps
- Signup forms for further information and updates via email
- Provided printed and electronic information in accessible formats for the visually impaired
- Translation of summary materials into Spanish, and other languages as needed
- Offer alternative formats (for instance, a printed and mailed version of website material)
- Continual updating
- Videos
- Social networks (Facebook, Twitter)
- Media sharing sites (YouTube, Instagram)
- Surveys
- On-line forums and discussion groups
- WebEx meetings, presentations, and webinars

Focus Groups

Stakeholder and general public focus groups can be a useful tool in gauging public perspectives, opinions and insights and an effective method for gathering input to help formulate transportation policy, planning, programming and project development. Establishing focus groups selection criteria can be broad or finite to meet certain characteristics such as demographics, geographic location, affiliation, primary mode of travel, and other specific categories. Offering monetary and non-monetary incentives such as visa-prepaid cards, meals, daycare, and transportation is an effective way to broaden a solid base of discussion group participants. The high cost of focus group cancellations or low attendance outweigh the cost of incentives. To ensure maximum participation, focus groups should occur at familiar and convenient locations and times to accommodate work and school schedules including evenings and weekends. In addition, facilities should be ADA compliant, located near public transit, and offer plenty of parking for vehicles and bicycles.

Tribal Listening Sessions and Consultation

Tribal listening sessions provide an interactive approach of sharing information and soliciting feedback from Tribal Governments and their representatives to ensure the transportation planning and programming process considers Tribal values and interests. The sessions allow an opportunity to discuss transportation concerns and challenges in tribal communities. The listening sessions also provide a future reference point for government-to-government consultation between Caltrans and the Tribes.

Comprehensive Database of Stakeholder Groups

Developing and maintaining a well-structured database that includes contact information of governmental agencies, stakeholders, community-based organizations, advocacy groups, and the public who are interested in or involved with transportation will help build an informed and supportive network. The database will be part of the email notification process to inform interested parties about new products, upcoming events, and other opportunities for public involvement for the CTP and FSTIP.

Accommodating and encouraging meaningful participation and input with hard-to-reach populations is essential to achieve a sustainable and equitable transportation system. Identifying and reaching out to community organizations and leaders representing underrepresented and underserved groups will ensure full and fair participation by all potentially affected communities in the transportation decision-making process.

Email notifications can also leverage the power of the Internet with partner organizations who are willing to pass along information to others or post a notification link on their website.

Printed Materials and other Media

While web-based communication has become commonplace, other media still holds a valuable role in public engagement. Traditional print and broadcast media can reach a broad and diverse audience. Special consideration should recognize the diversity of cultures in California by including multicultural and multilingual media outlets.

Traditional media typically consists of four basic categories:

- Print – newspapers, periodicals, magazines, and newsletters; posters, exhibits, displays, sidewalk decals and notices posted on transit and in high traffic gathering places, and other printed materials intended for distribution and direct mail such as pamphlets, flyers, leaflets and brochures;
- Broadcast – Television and radio advertisement including paid or public service announcements;
- Direct mail – postcards, leaflets, brochures, letters, and fliers sent through the postal service, and
- Telephone – Although telemarketing is controversial in today's market, a call-in number with a prerecorded message or automated public service message announcing public meetings, webinars, local and regional workshops, and news worthy issues can help involve and inform the public.

Working with multicultural media outlets is an effective strategy for reaching broad and diverse minority populations such as, Latinos, Asians, and African Americans as well as other specific ethnic, racial, national, and religious groups. Multicultural media sources can be an invaluable resource for the equitable distribution of information to underserved and underrepresented communities.

Regional Workshops & Open-Houses

Person-to-person interaction is, and will continue to be, the most effective form of communication.

Person-to-person contact opens two-way interactive dialogue and builds relationships and trust, and fosters credibility and transparency.

Regional workshops and community open houses provide an open exchange of ideas and views, and opportunities to share information, discuss issues, and solve problems, which help guide the outcome of plans and projects and ensures the support of those most directly affected.

Caltrans will make every effort to hold public and stakeholder meetings at convenient and accessible locations and times (day, evening, and weekends), that are ADA compliant, and near public transit. In addition, auxiliary aids and services are available upon request to individuals with disabilities.

Presentations to Local or Statewide Stakeholder Groups

For some groups, especially community-based organizations, and advocacy groups, presenting at established meetings is the best outreach approach. Presentations can include departmental meetings, brown bag luncheons, listening sessions, public receptions, and training workshops. Tailoring presentations to the needs of a specific audience such as the public, tribal governments, or planning agencies will enhance the effectiveness of interaction.

When meeting with these groups, a record of the session using a standard engagement form or synopsis report will be valuable in documenting ideas, concerns, and suggestions discussed at the event.

Innovative Outreach

Web-based technology has opened entirely new possibilities for a range of techniques for reaching out to a large and geographically dispersed population. This is especially important to the FSTIP and CTP outreach activities, because these programs face the challenge of engaging the public and stakeholder groups throughout the State. Internet and mobile outreach including social networks, community websites, media sharing networks, discussion forums, blogging and publishing networks, and mobile phone apps are a few of the techniques to use to channel the power of technology in reaching a broad and diverse audience.

Surveys, Interviews, and Questionnaires

Because the public cites surveys as their least preferred method of communication, the use of surveys will be limited.

However, from time to time, Caltrans will design, conduct, and analyze email and web-based surveys, questionnaires, and polls to invite comments and questions, and vote on specific defined transportation issues or as a means of collecting additional comments on draft documents.

APPENDIX D



Recommended Strategies Matrix

CATEGORY	SUGGESTED TARGETED GROUPS	RECOMMENDED STRATEGIES	SPECIAL CONSIDERATIONS	TOPICS OF HIGH INTREST
General Public	<ul style="list-style-type: none"> Residents of the State who are not affiliated with a particular interest group Targeted by geographic area 	<ul style="list-style-type: none"> Regional media releases announcing the website and public meetings Use the communications departments of RTPAs and MPOs to disseminate information through newsletters and e-newsletters Signup on the Caltrans website for e-mail updates Strong relationship with transportation reporters in the regional media Meet with regional newspaper editorial boards Use videos and social networking tools on Caltrans website 	<ul style="list-style-type: none"> Assurance that input will make a difference Specific information about how projects will affect their lives Particular interested in local and regional projects 	<ul style="list-style-type: none"> Local transportation projects Regional transportation projects Public transportation Traffic congestion Impacts of transportation on the environment and health The process of transportation planning, timing, and funding Effectivness of the CTP and FSTIP
Local, Regional, State and Federal Agencies, Tribal Governmants, and Organizations	<ul style="list-style-type: none"> Federal Transportation Agencies State Agencies Department of Public Health Regional Transportation Planning Agencies Cities and Counties Air Quality Management Districts Governor's Office of Research and Planning Tribal Governments 	<ul style="list-style-type: none"> E-mail notifications of website, newsletters, and meeting announcements, requesting that they be forwarded to the web-tree of that group Use the communications departments of RTPAs and MPOs to disseminate information Presentations made to key groups by Caltrans HQ and district staff 	<ul style="list-style-type: none"> To be informed and included in the public participation process Understand key messages that are relevant to the work of these agencies 	<ul style="list-style-type: none"> Climate change and other environmental issues Water Growth Land use and transportation How to pay for maintenance and rehabilitation for an ageing infrastructure How to pay for new facilities Urban-rural fair share of transportation resources

CATEGORY	SUGGESTED TARGETED GROUPS	RECOMMENDED STRATEGIES	SPECIAL CONSIDERATIONS	TOPICS OF HIGH INTREST
Affected Public Agencies, Groups, and Individuals	<ul style="list-style-type: none"> • Seaports • Major Airports • California Highway Patrol • Safety Center • Governor's Office of Emergency Services • California Transit Association • California Association for Coordinated Transportation • California Automobile Association • Labor Organizations • Public Health Advocates 	<ul style="list-style-type: none"> • E-mail notifications of website, newsletters, and meetings announcements requesting that they be forwarded to the web-tree of that group • Presentation made to key groups by Caltrans HQ or district staff 	<ul style="list-style-type: none"> • To be informed and included in the public participation process • Understand key messages that are relevant to these organizations • Make sure major stakeholders are all included 	<ul style="list-style-type: none"> • Air quality • Funding • ADA enforcement and interpretation • Congestion relief • Automated enforcement • Automated enforcement • Keeping road system running smoothly • Offering alternatives to driving
Business Organizations	<ul style="list-style-type: none"> • California Chamber of Commerce • Other statewide and regional business groups 	<ul style="list-style-type: none"> • E-mail notifications of website, newsletters, and meeting announcements, requesting that they be forwarded to the web-tree of that group • Ask for Caltrans staff to give briefings to statewide and regional groups, tailor 	<ul style="list-style-type: none"> • Business groups are particular time sensitive and like to use the website and e-mail more than meetings • Understand key messages that are relevant to business 	<ul style="list-style-type: none"> • Goods Movements • Adequacy of transportation infrastructure • Funding and how it's raised • Removal of barriers to transportation development, such as litigation
Representatives of Users of Pedestrian Walkways and Bicycle Transportation Facilities	<ul style="list-style-type: none"> • California Walks • California Bicycle Coalition 	<ul style="list-style-type: none"> • E-mail notifications of website, newsletters, and meeting announcements, requesting that they be forwarded to the web-tree of that group • Ask Caltrans staff to give briefings to statewide and regional groups, tailoring the briefings to the issues most important to those groups 	<ul style="list-style-type: none"> • Feeling included at all levels of transportation planning and programing • Knowing that their input is heard and makes a difference 	<ul style="list-style-type: none"> • Promotion of walking and biking • Fairness of funding for those modes compared to other modes • Development of complete streets • Safety; speed management • Design and enforcement • Effectiveness of the CTP and FSTIP

CATEGORY	SUGGESTED TARGETED GROUPS	RECOMMENDED STRATEGIES	SPECIAL CONSIDERATIONS	TOPICS OF HIGH INTREST
Community and Environmental Groups	<ul style="list-style-type: none"> • Sierra Club • Planning and Conservation League • American Lung Association and Breath America • American Association of Retired Persons • Housing California • Latino Coalition for Healthy Communities • Native American Advisory Committee • Nature Conservancy • NAACP • Urban League • Natural Resources Defense Council • Clean Air Coalition 	<ul style="list-style-type: none"> • E-mail notifications of website, newsletters, and meeting announcements, requesting that they be forwarded to the web-tree of that group • Provide printed materials upon request if e-mail is not available • Use ethnic Media to publicize meetings • Ask Caltrans staff to give briefings to statewide and regional groups, tailoring the briefings to the issues most important to those groups • Ask to be on the agendas of community leadership groups 	<ul style="list-style-type: none"> • Community groups often require a very pro-active approach to public participation • Personal contacts important to community groups • Include a larger list of community groups to target so as to assure adequate representation • These groups need to feel included at all levels of transportation planning and programing • They need to know that their issues are understood and that they have a voice 	<ul style="list-style-type: none"> • Environmental groups - environmental sustainability, fighting sprawl and pollution, promoting alternatives to driving, health related to transportation, safety, plant and wildlife habitat conservation • Community groups - environmental justice and transportation equity, alternatives to driving, health related to transportation, housing for low-income and homeless persons, safety • Link issues to people and the environment; explain why it is important to be involved
Representatives of Public Transit Employees	<ul style="list-style-type: none"> • Amalgamated Transit Union • United Taxicab Workers 	<ul style="list-style-type: none"> • E-mail notifications of website, newsletters, and meeting announcements, requesting that they be forwarded to the web-tree • Ask Caltrans staff to give briefings to statewide and regional groups, tailoring the briefings to the issues most important to those groups 	<ul style="list-style-type: none"> • Have been active at regional level, want to participate at statewide level • Taxi companies want to be seen as public transit 	<ul style="list-style-type: none"> • Funding of public transit • Operations and expansion • Improvements to transit, particular in suburban areas • HOV lanes • Road Maintenance

CATEGORY	SUGGESTED TARGETED GROUPS	RECOMMENDED STRATEGIES	SPECIAL CONSIDERATIONS	TOPICS OF HIGH INTEREST
Freight Transportation Stakeholders	<ul style="list-style-type: none"> California Trucking Association Burlington Northern Santa Fe Union Pacific Railroad California Short Line Association California Aviation Alliance Owner Operator Independent Association 	<ul style="list-style-type: none"> E-mail notifications of website, newsletters, and meetings announcements requesting that they be forwarded to the web-tree of that group Ask Caltrans staff to give briefings to statewide and regional groups, tailoring the briefings to the issues most important to those groups 	<ul style="list-style-type: none"> Want to understand the larger view in relation to their interests Want to know the different levels of local, regional, and statewide plans Want the public to understand freight issues 	<ul style="list-style-type: none"> Goods movement capacity Regulations Tolls Development of inappropriate land uses around airports
Private Providers of Transportation	<ul style="list-style-type: none"> Super Shuttle MV Transportation 	<ul style="list-style-type: none"> E-mail notifications of website, newsletters, and meeting announcements, requesting that they be forwarded to the web-tree of that group Ask Caltrans staff to give briefings to statewide and regional groups, tailoring the briefings to the issues most important to those groups 	<ul style="list-style-type: none"> They bring a different perspective to the table because they work with so many different clients They feel they are a public transit service, but are treated as private vehicles on HOV lanes and at airports 	<ul style="list-style-type: none"> Traffic congestion, particular in large urban areas Use of HOV lanes when vehicles are empty Road quality
Representatives of Users of Public Transportation	<ul style="list-style-type: none"> The Transit Coalition (LA) San Joaquin Valley Rail Committee 	<ul style="list-style-type: none"> E-mail notifications of website, newsletters, and meeting announcements, requesting that they be forwarded to the web-tree of that group Ask Caltrans staff to give briefings to statewide and regional groups, tailoring the briefings to the issues most important to those groups 	<ul style="list-style-type: none"> For the groups interviewed in this research, rail is the big issue 	<ul style="list-style-type: none"> Rail at different levels Better performance out of the existing system Additions to service throughout the state

CATEGORY	SUGGESTED TARGETED GROUPS	RECOMMENDED STRATEGIES	SPECIAL CONSIDERATIONS	TOPICS OF HIGH INTEREST
Representatives of the Disabled	<ul style="list-style-type: none"> • Californians for Disability Rights • Planning and advocacy, Inc. (Sacramento) 	<ul style="list-style-type: none"> • E-mail notifications of website, newsletters, and meetings announcements • At public meetings, accommodate all needs for accessibility (sign language for hearing-impaired, or assistants for visually impaired) • Make document available immediately in accessible formats (such as PDF and HTML for the visually impaired) • Give briefings to statewide and regional groups, tailoring briefings to the issues most important to those groups • These groups like face-to-face meetings; consider focus groups 	<ul style="list-style-type: none"> • Accessibility of all documents and meetings • Timeliness of meeting or document summaries in accessible formats • They need to know that their issues are understood and that they have voice are are respected • Want to be assured that progress is being made on their needs 	<ul style="list-style-type: none"> • Accessibility of the transportation system to people with physical, cognitive, and psychiatric disabilities • Availability and rules of paratransit • More public transit for everyone • Affordability of transit • Relevance to future generations

APPENDIX E



List of California's Metropolitan Planning Organizations
and Regional Transportation Planning Agencies

Alpine County Local Transportation Commission
Location: Markleeville
Website: <http://www.alpinecountyca.gov>

Amador County Transportation Commission
Location: Jackson
Website: <http://www.actc-amador.org/>

Association of Monterey Bay Area Governments
Location: Marina
Website: <http://www.ambag.org/>

Butte County Association of Governments
Location: Chico
Website: <http://www.bcag.org/>

Calaveras Council of Governments
Location: San Andreas
Website: <http://www.calacog.org/>

Colusa County Transportation Commission
Location: Colusa
Website: <http://www.countyofcolusa.com/>

Council of San Benito County Governments
Location: Hollister
Website: <http://www.sanbenitocog.org/>

Del Norte Local Transportation Commission
Location: Crescent City
Website: <http://www.dnltc.org/>

El Dorado County Transportation Commission
Location: Placerville
Website: <http://www.edctc.org/>

Fresno Council of Governments
Location: Fresno
Website: <http://www.fresnocog.org/>
Glenn County Transportation Commission
Location: Willows
Website: <http://www.countyofglenn.net/>

Humboldt County Association of Governments
Location: Eureka
Website: <http://www.hcaog.net/>

Inyo County Local Transportation Commission
Location: Independence
Website: <http://www.inyoltc.org/>

Kern Council of Governments
Location: Bakersfield
Website: <http://www.kerncog.org/>

Kings County Association of Governments
Location: Lemoore
Website: <http://www.kingscog.org/>

Lake County/City Area Planning Council
Location: Ukiah
Website: <http://www.lakeapc.org/>

Lassen County Transportation Commission
Location: Susanville
Website: <http://www.lassentransportation.com>

Madera County Transportation Commission
Location: Madera
Website: <http://www.maderactc.com/>

Mariposa County Local Transportation Commission
Location: Mariposa
Website: <http://www.mariposacounty.org/>

Mendocino Council of Governments
Location: Ukiah
Website: <http://www.mendocinocog.org/>

Merced County Association of Governments
Location: Merced
Website: <http://www.mcagov.org/>

Metropolitan Transportation Commission
Location: Oakland
Website: <http://www.mtc.ca.gov/>

Modoc County Transportation Commission

Location: Alturas

Website: <http://modoctransportation.com/>

Mono County Local Transportation Commission

Location: Mammoth Lakes

Website: <http://www.monocounty.ca.gov/ltc>

Nevada County Transportation Commission

Location: Nevada City

Website: <http://www.nctc.ca.gov/>

Placer County Transportation Planning Agency

Location: Auburn

Website: <http://pctpa.net/>

Plumas County Transportation Commission

Location: Quincy

Website: <http://www.countyofplumas.com/>

Sacramento Area Council of Governments

Location: Sacramento

Website: <http://www.sacog.org/>

San Diego Association of Governments

Location: San Diego

Website: <http://www.sandag.org/>

San Joaquin Council of Governments

Location: Stockton

Website: <http://www.sjcog.org/>

San Luis Obispo Council of Governments

Location: San Luis Obispo

Website: <http://www.slocog.org/>

Santa Barbara County Association of Governments

Location: Santa Barbara

Website: <http://www.sbcag.org/>

Santa Cruz County Regional Transportation
Commission

Location: Santa Cruz

Website: <http://www.sccrtc.org/>

Shasta Regional Transportation Agency

Location: Redding

Website: <http://www.srta.ca.gov/>

Sierra County Local Transportation Commission

Location: Downieville

Website: <http://www.sierracounty.ws/>

Siskiyou County Transportation Commission

Location: Yreka

Website: <http://www.co.siskiyou.ca.us/>

Southern California Association of Governments

Location: Los Angeles

Website: <http://www.scag.ca.gov/>

Tahoe Metropolitan Planning Organization

Tahoe Regional Planning Agency (TRPA)

Location: Stateline, NV

Website: <http://www.trpa.org/transportation/>

Tehama County Transportation Commission

Location: Gerber

Website: <http://co.tehama.ca.us/>

Transportation Agency for Monterey County

Location: Salinas

Website: <http://www.tamcmonterey.org/>

Trinity County Transportation Commission

Location: Weaverville

Website: <http://www.trinitycounty.org>

Tulare County Association of Governments

Location: Visalia

Website: <http://www.tularecog.org/>

Tuolumne County Transportation Council

Location: Sonora

Website: <http://www.tuolumnecounty.ca.gov/>

APPENDIX F



Non-Metropolitan Local Official Consultation Process

DEPARTMENT OF TRANSPORTATION

DIVISION OF TRANSPORTATION PLANNING

P.O. BOX 942873, MS-32

SACRAMENTO, CA 94273-0001

PHONE (916) 653-1637

FAX (916) 653-0001

TTY 711

www.dot.ca.gov



*Serious Drought.
Serious drought.
Help save water!*

March 23, 2016

Mr. Jack Lord
Federal Highway Administration
650 Capitol Mall, Suite 4-100
Sacramento, CA 95814

Mr. Ray Sukys
Federal Transit Administration, Region 9
90 7th Street, Suite 15-300
San Francisco, CA 94103-6701

Dear Mr. Lord and Mr. Sukys,

The California Department of Transportation (Caltrans) has updated and circulated for comment the existing formal process for consultation with non-metropolitan local officials as required by the Federal Highway Administration and the Federal Transit Administration as a Final Rule in the January 23, 2003 Federal Register.

In fulfillment of this requirement, Caltrans presented the Non-Metropolitan Local Official Consultation Process to the Rural Counties Task Force members at their January 15, 2016 meeting and provided the document for review and comment to be submitted to the Office of Regional Planning by March 21, 2016.

Enclosed is the updated final consultation process that was developed in coordination with the appropriate non-metropolitan local officials. We appreciate the assistance of our federal partners through this process. If there are any questions or concerns, please feel free to contact Jacqueline Hodaly of my staff at (916) 653-9255.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tracey Frost" with a stylized flourish at the end.

TRACEY FROST
Acting Chief, Office of Regional Planning

*"Provide a safe, sustainable, integrated and efficient transportation system
to enhance California's economy and livability"*

California Department of Transportation Non-Metropolitan Local Official Consultation Process

Introduction

The California Department of Transportation (Caltrans) has developed these procedures in compliance with 23 Code of Federal Regulations (CFR) Part 450.212, regarding State consultation with non-metropolitan local officials in the statewide transportation planning and programming process. The CFR states, *“The State shall provide for non-metropolitan local official participation. The State shall have a documented process(es) that is separate and discrete from the public involvement process for consulting with non-metropolitan local officials representing units of general purpose local government and/or local officials with responsibility for transportation that provides an opportunity for their participation in the statewide transportation planning process and development of the statewide transportation improvement program.”* The Regulations further require that non-metropolitan local officials review the documented process on or before February 24, 2004, two years following and every five years thereafter.

Caltrans use the following consultation processes in statewide transportation planning and programming.

Regional Planning

- California statute establishes Regional Transportation Planning Agencies (RTPAs) in non-metropolitan areas, which are similar in structure and responsibility to federally recognized Metropolitan Planning Organizations (MPOs).
- Twenty-six RTPAs are considered rural, which generally cover single counties. Imperial County Transportation Commission is rural in nature, but is considered to be part of the SCAG region.
- The purpose of these agencies is to coordinate planning and programming to ensure cooperative development of the transportation system. Caltrans works with local officials and RTPA Boards to program state highway projects in the Regional Transportation Improvement Program (RTIP) and the Interregional Transportation Improvement Program (ITIP).
- The annual Overall Work Program (OWP) includes work elements directly related to Regional System and Mass Transportation Planning efforts. The OWP sets forth the planning activities that each RTPA will conduct during the year. In conjunction with the Overall Work Program Agreement (OWPA), the OWP constitutes the annual funding contract between the state and the RTPA for state planning funds. Caltrans works with the RTPA staff to develop the OWP work element and budget. All OWPs in rural counties are reviewed and approved by each RTPA’s governing board. Development of the OWP is a vehicle for coordination between Caltrans and the RTPAs.
- The significant planning product of the RTPAs is the Regional Transportation Plan (RTP). These documents are directed at the achievement of a coordinated and balanced regional transportation system, including mass transportation, highway, railroad, maritime, and aviation facilities. The plans are action oriented and pragmatic, considering both the ten and twenty year planning horizon.
- FHWA Partnership Planning and FTA 5304 Sustainable Communities grants are made available to RTPAs in order to perform planning activities such as improve modeling capacity, perform transit studies, administer training, and create internship opportunities. Caltrans gives guidance to non-metropolitan agencies during the application process and also issues feedback in the event that a grant application is not chosen for funding. Caltrans Headquarters regional planning primarily consults with local officials statewide through the Rural Counties Task Force (RCTF) and works cooperatively with RTPAs through the 12 Caltrans Districts statewide. The Districts consult with local officials on a daily basis statewide through the RTPAs, planning advisory committees and board meetings.

Multi-Modal System Planning

Caltrans is responsible under State statutes for carrying out long-term state highway system planning to identify future highway improvements in consultation with transportation planning agencies, county transportation commissions, counties, and cities.

- The system planning consultation process for the counties that are not within the area of a MPO is addressed in a similar manner to that of the MPOs but on a scale applicable to the complexity of the area and issues unique to the region. The basic components of the nonmetropolitan consultation process and primary system planning documents related to it are described below.
- System Planning is comprised of three primary documents, 1) Transportation Concept Reports (TCR), 2) Corridor System Management Plans (CSMP), and 3) District System Management Plans (DSMP), which include a DSMP Project List. Corridor studies provide in depth analyses of specific mobility problems in a corridor or route segment and recommend solutions.
 - Transportation Concept Reports – the transportation concept report identifies current operating conditions, future deficiencies, concept level of service for the roads, and the concept for improving the state highway route to address current and future traffic, non-motorized, modal and other transportation aspects on or adjacent to the route. Local elected officials, cities, counties and RTPAs are consulted in development of the reports from the initial stages of preliminary information gathering to the final document. Depending upon the nature of the route the report updates are initiated through town hall meetings or briefings to the various local governmental entities of which the elected officials are council and board members.
 - Corridor System Management Plans – Corridor system management plans (CSMPs) are tools for managing and operating urban freeway corridors across jurisdictions and modes for the highest sustained throughout of people and freight. The plans are based upon performance and measurement, intensive evaluation of technical data, and identification of the causes of congestion on the corridor. Comprehensive corridor analysis is performed and models are developed to test multiple improvement scenarios. The analysis assists in determining the most effective mix of projects, strategies, and actions that will restore mobility and preserve mobility gains in the corridor. These improvements become a plan for action for prioritizing funding from multiple sources (federal, state, and local).
 - District System Management Plans – DSMPs present Caltrans’ visions, goals, and objectives for the district’s comprehensive transportation system as both the “owner/operator” of the state highway system and as the partner with other regional, local, and modal agencies in planning and operating transportation systems for improved mobility and quality of life. The Plans communicate to regional agencies, local elected officials, and the larger public Caltrans’ overall and integrated plans for transportation. Plans are developed in consultation with regional and local agencies and modal operators and serve as a strategic document for continuing collaboration in sustained transportation improvement.

- DSMP Project List – The DSMP Project List identifies a reasonable, comprehensive, and effective range of transportation improvements on state highways. It also identifies modal categories, strategies and actions, and demand and system management options that improve mobility. Identifying the projects and related strategies and actions needed by a route and corridor to improve mobility, this “listing” is Caltrans’ “owner/operator” opinion of route and corridor needs that is used to discussions with regional and local partners for priority setting for concepts that are recommended to go into more refined studies, into regional transportation plans and onto project scoping and commitment of funding for projects. For strategies and actions, the listing is Caltrans’ recommendations for collaborative work with regional and local agencies primarily in the area of voluntary access control, growth management and other local development issues.
- Corridor Studies – the studies are done either through Caltrans itself or by the regional transportation planning agencies. In either case the studies are coordinated across agencies and are guided by a policy and technical committee of which the State, transportation planning agency and members of the cities and counties staff are members. The study alternatives and recommendations are provided to the local elected officials in development stages for comment, potential redirection, and for final acceptance during the study process. Most corridor studies also have a public participation component for which the elected officials may take an active role for their representative area and concerns of constituents.

Programming

- In California, the state and federal requirements for transportation programming have been integrated into a sequential process as shown in Enclosure 2 – Programming Process.
- The seven types of documents which serve as the primary building blocks for the Federal Transportation Improvement Programs (FTIPs) and the Federal Statewide Transportation Improvement Program (FSTIP) are: the CTP, the RTPs, the Ten-Year State Highway Operation and Protection Plan (SHOPP), the Interregional Transportation Strategic Plan (ITSP), the Four-Year State Highway Operation and Protection Program (SHOPP), the RTIPs, and the ITIP. Note the ITIP and the RTIPs together form the State Transportation Improvement Program (STIP).
- For the FSTIP, consultation with local governments and public involvement occurs early in the process during the development and adoption of the MPO FTIPs and the programming of projects in the rural non-MPO area of the State in the FSTIP. The policy decisions on transportation planning and programming by state, regional, and local government officials are made during the development and adoption of these seven basic planning and programming documents.
- As these documents are developed, draft documents are formally circulated and comments are solicited and the proposed final documents are circulated and public hearing or meetings are conducted prior to adoption or approval.

State Planning

- Caltrans is enhancing the statewide transportation planning process by developing the California Transportation Plan 2040 (CTP 2040). The CTP 2040 supports federal law requiring the development of a long-range statewide transportation plan, with a minimum 20-year forecast period that provides for the development and implementation of the multimodal transportation system for the State. The CTP also supports SB 391 (Liu, 2009), which requires the plan to address how the state will meet transportation infrastructure and mobility needs, attain air pollution standards required by federal and state law, and achieve greenhouse gas (GHG) emission reductions needed from the transportation sector. In addition, as called for in SB 391, an update of the plan is expected by December 31, 2015 and every five years thereafter. The CTP is the fundamental document for guiding the State’s transportation future. The CTP is

a long-range policy plan that presents a vision for California’s transportation system. Developed in collaboration with the public and our transportation partners and stakeholders, the CTP defines the goals, policies and strategies essential to achieve that vision. It provides a common framework to guide transportation decisions and investments that enhance our economy, support our communities, and protect our environment. The CTP involves cooperation with the State’s regional transportation planning agencies, is influenced by the regional planning process, and provides guidance for developing future regional transportation plans.

- The CTP 2040 planning process represents an important step toward integrating Caltrans statewide modal plans and programs, building on the Regional Transportation Plans (RTP) and Sustainable Communities Strategies (SCS) developed by Metropolitan Planning Organizations (MPOs) and the transportation and land use visions developed by rural Regional Transportation Planning Agencies (RTPAs). Plan development also utilizes travel demand forecasting models to evaluate transportation and land use scenarios and policies to determine mobility and GHG emission impacts.
- Federal Law and regulations require Caltrans to involve non-metropolitan officials in the transportation planning and decision-making process. These laws and regulations flow from legislation typically passed every six years that accompanies “reauthorization” of new federal transportation funding. The most recent reauthorization in 2015, the Fixing America’s Surface Transportation Act, or “FAST Act”, affirms the prior emphasis on providing early and continuous opportunities for non-metropolitan official comment.
- The CTP is developed in an open and collaborative planning process that includes input from affected non-metropolitan planning agencies and local officials with responsibility for transportation by:
 - Attending California Rural Counties Task Force (RCTF) meetings, that include representatives from non-metropolitan planning agencies and local officials, to explain and discuss changing statewide transportation issues that may be of concern to rural areas.
 - Inviting representatives from the RCTF, League of California Cities, California State Association of Counties, and non-metropolitan planning agencies and local officials to participate or serve on technical and policy advisory committees.
 - Advising non-metropolitan planning agencies and local officials that up-to-date information and resources are continuously available electronically on the CTP Web Portal pertaining to statewide long-range transportation planning process.
 - Providing support and consultation at the district level to non-metropolitan planning agencies and local officials to obtain feedback on the development and content of the CTP to ensure rural transportation needs are considered and that collected feedback and comments reflect the long-range planning direction set in the RTPs across the state.
 - Connecting and networking with local non-metropolitan planning agencies and local officials when planning public meetings, regional workshops, and stakeholder and community group presentations, conducting focus groups, surveys and webinars, and providing opportunities for public review and comment.
 - Supporting and maintaining continual communication with non-metropolitan agencies who prepare planning studies, TIPS, and long-range plans for rural areas and who provide support staff to Executive Committees, which in turn serve as forums for local elected officials to participate in regional transportation decisions. Evaluating and updating the Public Participation Plan (PPP) that outlines a process for engagement for the overall CTP to ensure state level planning operates in conjunction with long-range planning at the regional and local level.

Rail and Mass Transportation

- In accordance with state and federal law, the Division of Rail and Mass Transportation (DRMT) prepares a State Rail Plan every five years (this time period is reduced to four years under the federal FAST-Act). Federal guidance for the preparation of State Rail Plans requires that the Rail Plan be coordinated with statewide/non-metropolitan transportation planning and that Caltrans involve public and private stakeholders in the development and review of the State Rail Plan. DRMT notifies and provides opportunities to stakeholders to provide input on the State Rail Plan as it is being prepared with a reasonable amount of time allowed for public and stakeholder review. DRMT establishes a Stakeholder Advisory Committee to involve stakeholders in the rail planning process, which includes representation from public and private passenger and freight rail operators, state agencies, and regional planning agencies that report to Boards representing local officials. The Stakeholder Advisory Committee also includes representation from advocacy groups representing land use, environmental protection and agricultural interests, as well as Native American Tribes. The outreach process for the State Rail Plan includes direct outreach to local officials and consultation with Native American Tribes during development of the Rail Plan, provides public access to draft materials through a project website, and includes statewide public workshops to solicit input on the State Rail Plan during a formal public comment period. The State Rail Plan is submitted to the California Transportation Commission for review and adoption.
- DRMT convenes a monthly statewide rail operators working group to coordinate with the San Joaquin, Capitol Corridor and Los Angeles-San Diego-San Luis Obispo (LOSSAN) Joint Powers Agencies, which are responsible for administering and operating intercity passenger rail service.
- DRMT works with affected metropolitan and non-metropolitan local agencies when conducting workshops, public meetings, and surveys within their jurisdictions.
- DRMT staff and District Transit Representatives (DTR's) maintain an open, 3 C's (Continuing, Cooperative, and Comprehensive) consultative relationship with metropolitan and non-metropolitan transportation agencies. This consultation includes outreach to stakeholders in the form of discussion, training and technical assistance. DRMT management participates in Rural County Task Force Meetings and Regional Transportation Planning Agency meetings to help fulfill consultation commitments. Twice per year the DRMT also communicates with transit stakeholders about various transit-related topics at California Transit Association (CTA) and California Association for Coordinated Transportation (CalACT) conferences. A core function of this consultative process is the development and programming of transit projects for Federal Transit Administration (FTA) programs that the FTA or Governor has assigned to the Department (DRMT) as Designated Recipient, and the development and programming of State funded transit projects. In accordance with State law and as documented in STIP guidelines however, rural as well as urban transportation planning agencies develop their own Regional Transportation Improvement Program (RTIP) and ultimately make the funding and programming decisions for local transit projects that are presented to Caltrans and the CTC for approval.
- **Aeronautics**
 - The Division of Aeronautics (Division) develops the California Aviation System Plan (CASP) in compliance with California Public Utilities Code 21701, which directs Caltrans to develop a plan in conjunction with the RTPAs.
 - The CASP shall include every airport issued a Public Use Permit in California
 - One of the mandated elements of the CASP is the development of a ten-year capital improvement program, which is divided into two five-year phases for each airport, based on the airport's adopted master plan.

- The projects included in the Aeronautics Program's Capital Improvement Program (CIP) come from the regional planning agencies based on the region's RTP. The CIP is not incorporated into the STIP, but is approved by the CTC.
- The CASP includes a General Aviation System Needs Assessment for general aviation airports. This documents aids airport sponsors by recommending needed safety and capacity improvement projects that, if completed would benefit not only the airport but the overall system of general aviation airports in the State.
- When a RTPA is a county's designated Airport Land Use Commission the Division consults and works with RTPA, and airport(s) to resolve airport related land use compatibility issues.
- The Division review's RTPAs OWP and the RTP section on aviation.

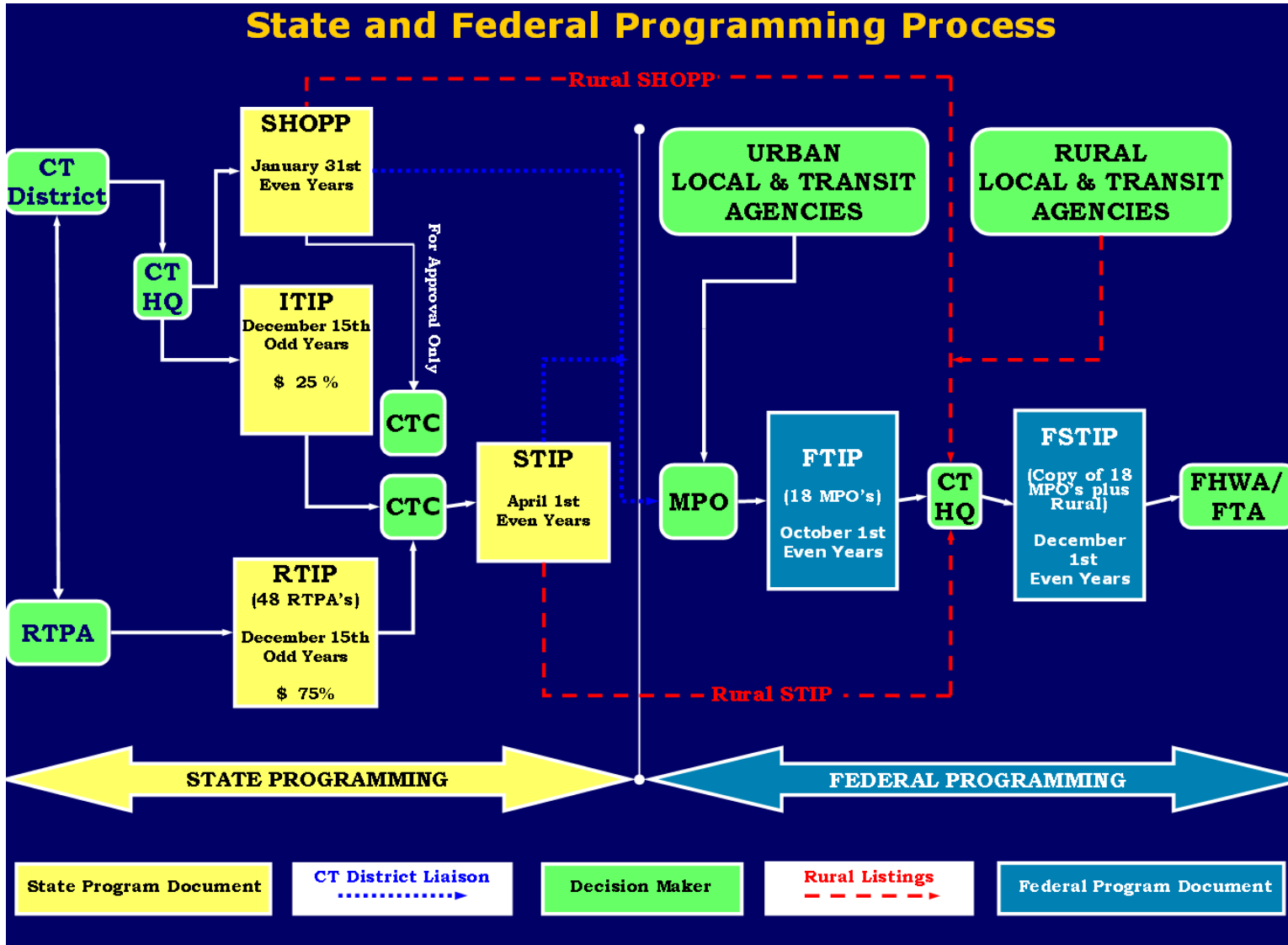
Conclusion

Caltrans will evaluate the consultation process at least once every five years as mandated by the Federal Regulations followed by a review and comment period of 60 days. Caltrans intend to work closely with the Rural Counties Task Force to ensure that consultation between the State and non-metropolitan local officials remains an efficient and flexible process that meets the needs of both local and state officials.

APPENDIX G



State and Federal Programming Process

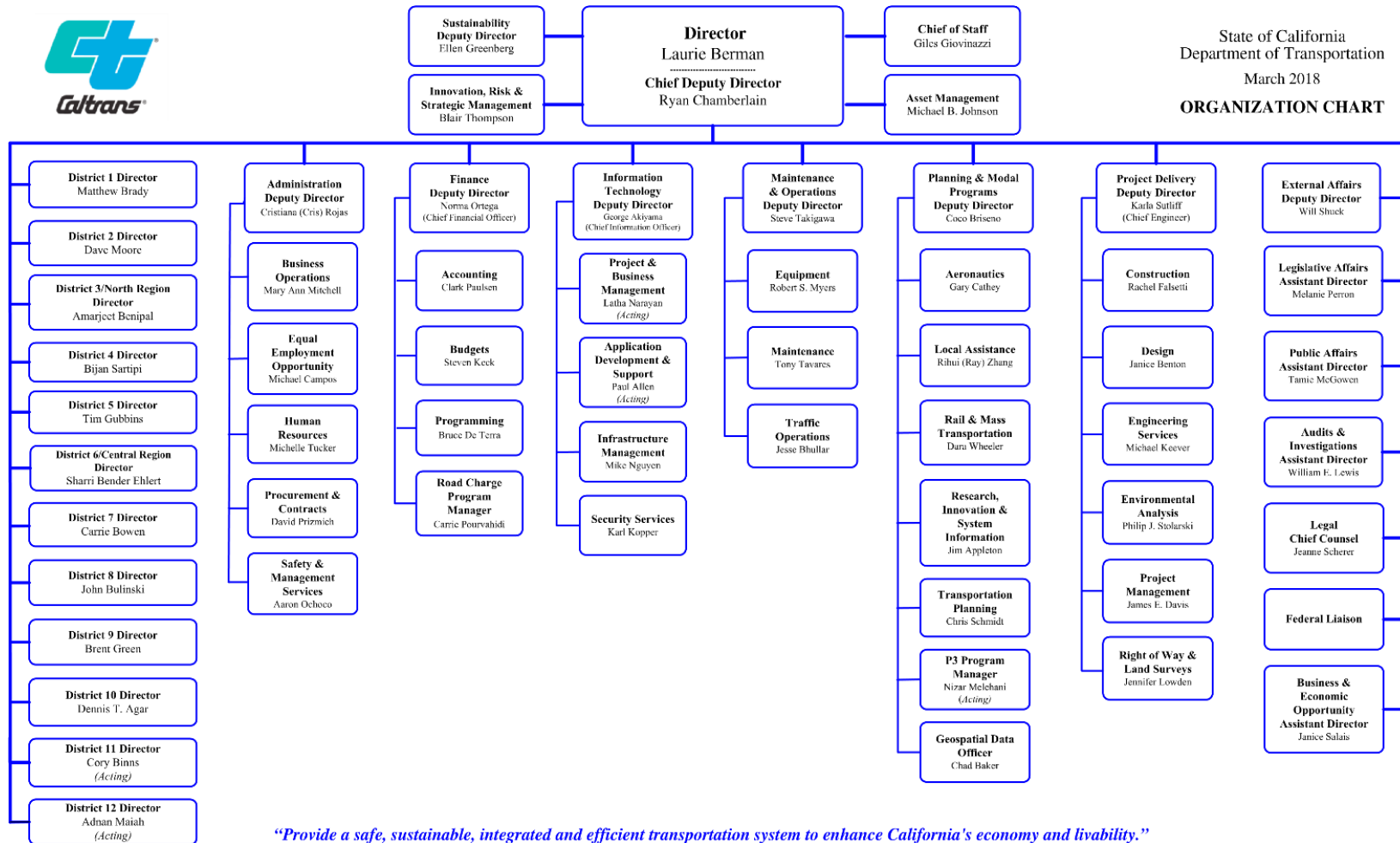


APPENDIX H

Caltrans Organization Chart



State of California
 Department of Transportation
 March 2018
ORGANIZATION CHART



“Provide a safe, sustainable, integrated and efficient transportation system to enhance California's economy and livability.”

APPENDIX I



Contact Information for Non-Metropolitan Local Official Consultation

The Department's Contact Information for Non-Metropolitan Local Official Consultation

Division of Aeronautics

Gary Cathey, Division Chief
(916) 654-5183

Division of Rail and Mass Transportation

Dara Wheeler, Division Chief
(916) 654-6542

Division of Transportation Programming

Bruce De Terra, Division Chief
(916) 654-4013

Muhaned Aljairy, Office Chief
Office of Federal Transportation Management Program
(916) 654-2983

Division of Transportation Planning

Chris Schmidt, Division Chief
(916) 653-1818

Erin Thompson, Office Chief
Office of Regional Planning
(916)654-2596

Gabriel Corley, Office Chief
Office of State Planning
(916) 653-1305

Scott Sauer, Office Chief
Office of Multimodal System Planning
(916) 653-4680

Rahul Sirvastava, Office Chief
Office of Freight Planning
(916) 651-6008

Tracy Frost, Office Chief
Smart Mobility and Climate Change
(916) 654-8175

APPENDIX J



List of Acronyms

List of Acronyms

ADA	Americans with Disabilities Act
APS	Alternative Planning Strategies
ATLC	Active Transportation and Livable Communities
CEQA	California Environmental Quality Act
CFR	Code of Federal Regulations
CIB	California Interregional Blueprint
CSMP	Corridor System Management Plan
CSS	Context Sensitive Solutions
CTP	California Transportation Plan
CTC	California Transportation Commission
FAST Act	Fixing America's Surface Transportation Act
FHWA	Federal Highway Administration
FAQ	Frequently Asked Questions
FTA	Federal Transit Administration
FSTIP	Federal Statewide Transportation Improvement Program
FTIP	Federal Transportation Improvement Program
ITIP	Interregional Transportation Improvement Program
MPO	Metropolitan Planning Organization
MTP	Metropolitan Transportation Plan
NAAC	Native American Advisory Committee
NEPA	National Environmental Policy Act
PPP	Public Participation Plan
RTP	Regional Transportation Plan

RTPA	Regional Transportation Planning Agencies
SCS	Sustainable Communities Strategies
SHOPP	State Highway Operation and Protection Program
STIP	State Transportation Improvement Program

Caltrans Districts by County



Caltrans Headquarters

California Department of Transportation

1120 N Street, MS 49
Sacramento, CA 95814
(916) 654-2852
www.dot.ca.gov

Transportation Planning

www.californiatrainingplan.org

Transportation Programming

www.dot.ca.gov/hq/transprog/oftmp.htm



CONTACT

Gabriel Corley, Office Chief
Office of State Planning
Division of Transportation Planning
California Department of Transportation
1120 N Street, MS-32
Sacramento, CA 95814
Telephone: (916) 653-1305
Email: gabriel.corley@dot.ca.gov

CTP Website: www.californiatrainingplan.org