



# Public Participation Plan

for the California Transportation Plan and Federal  
Statewide Transportation Improvement Program

Released: May 2024

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# 1. Introduction

The California Department of Transportation (Caltrans) is dedicated to its central mission of providing a transportation system for the State that is safe, sustainable, integrated, and efficient, thereby contributing to California's economy and livability. This commitment involves ensuring equitable access to transportation services for all segments of society. Caltrans seeks to actively involve the public in transportation planning and programming decision-making processes, starting from the early stages of planning and continuing through programming, project initiation, and development into environmental review and the construction, operation, and maintenance of multimodal transportation facilities. It is Caltrans's policy to encourage the public to voice their needs, concerns, and preferences to help ensure that the State's transportation decisions align with community values across the State.

## **ABOUT THIS PUBLIC PARTICIPATION PLAN**

The Public Participation Plan (PPP) for the California Transportation Plan (CTP) and the Federal Statewide Transportation Improvement Program (FSTIP) supports Caltrans's goal to involve the public in transportation planning and decision-making, in accordance with federal and state laws and regulations that emphasize public engagement.

This 2023 update of the PPP builds upon the foundation of earlier iterations. The PPP was originally developed in 2008. The plan was updated in 2013 and again in 2018. This current update has included a higher level of stakeholder engagement, as well as substantive revisions in content. This document was prepared through a collaborative, transparent, and iterative approach using prior and more recent feedback from transportation partners, stakeholders, the public, and other interested parties who participated in statewide focus groups, workshops, tribal listening sessions, local and regional stakeholder presentations and webinars, surveys, and other methods.

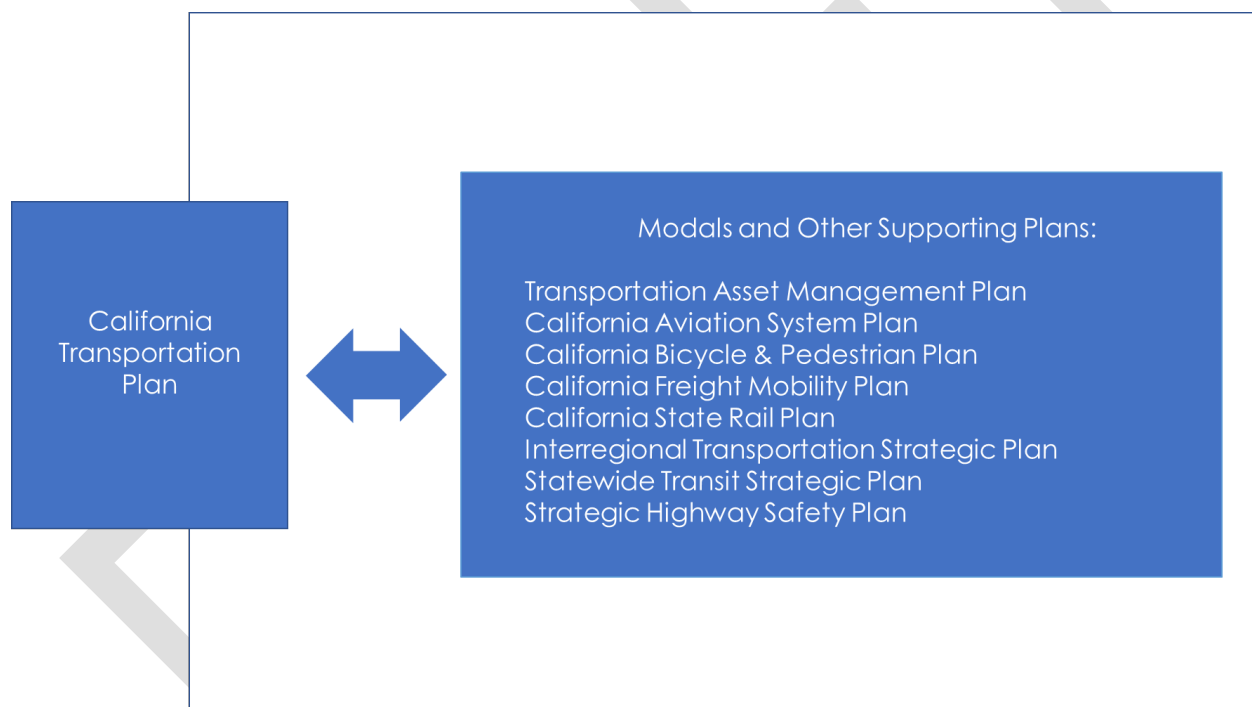
This PPP is organized in four chapters and several appendices. The remaining sections of Chapter 1 discuss the purpose of the PPP, introduce the two subject documents – the CTP and the FSTIP – and discuss the related processes. Chapter 2 summarizes the key federal and state statutes, regulations, and other mandates governing the content and purpose of the PPP. Chapter 3 addresses the underlying Principles and Strategies that provide a foundation for this plan. Chapter 4 discusses the Statewide Engagement approach and provides a matrix of recommended methods. Chapter 5 presents a timeline and related steps in developing the CTP and FSTIP. The final chapter provides concluding remarks in the form of a summary of best practices relevant to this plan.

## PURPOSE


The primary purpose of the PPP is to foster meaningful and ongoing public involvement in the CTP and FSTIP planning and programming processes to ensure that future transportation decisions and investments reflect California's communities' interests and values. The PPP will guide public engagement for the CTP and FSTIP for the next three to five years. This document provides an overview of the transportation planning and programming processes, including several key concepts in stakeholder and public engagement. The PPP also provides a basic timeline and overview of who will be involved during the CTP development process to highlight what, when, how, and why engagement will occur with stakeholders and the public.

### **California Transportation Plan**

Figure 1. California Transportation Plan Process.



The CTP is California's long-range transportation plan, which must by law be updated every five years. The CTP is not financially constrained, nor a project-specific plan, rather it is a policy-driven document that seeks to articulate the State's overall transportation vision to achieve a more equitable, safe, sustainable, integrated, and efficient multimodal transportation system to enhance California's economy and livability over a minimum 20-year planning horizon. The CTP is the fundamental, statewide document for guiding the State's transportation future.



The CTP is prepared by Caltrans, following federal and State law, regulations, and guidance. The CTP planning process intersects on a policy level with several statewide and regional transportation plans. As the overarching State transportation policy plan, the CTP provides the broad goals, objectives, and recommendations for related plans prepared by Caltrans, including the Transportation Asset Management Plan, California Aviation System Plan, California Bicycle & Pedestrian Plan, California Freight Mobility Plan, California State Rail Plan, Interregional Transportation Strategic Plan, Statewide Transit Strategic Plan, and Strategic Highway Safety Plan. These plans in turn inform the CTP.

The CTP generally builds upon and provides State policy for the Regional Transportation Plans (RTPs) and Sustainable Communities Strategies (SCS) prepared by Metropolitan Planning Organizations (MPOs), as well as the transportation and land use visions developed by rural Regional Transportation Planning Agencies (RTPAs)<sup>1</sup>. The CTP, modal plans, and related planning efforts provide the State context for regional plans developed by MPOs, RTPAs, local agencies, councils of government, and transportation commissions. Under State legislation passed in 2010, the CTP addresses how the State will meet transportation infrastructure and mobility needs, attain air quality standards required by federal and state law, and achieve greenhouse gas (GHG) emission reductions needed from the transportation sector. Plan development uses travel demand forecasting models to evaluate transportation and land use scenarios and policies to determine mobility and GHG emission impacts.

The CTP is also informed by multiple, parallel State planning efforts focused on related topics, such as climate change, energy, air and water quality, conservation, health, mobility, housing, infrastructure, economic growth, safety, and equity. Key plans include the Climate Change Scoping Plan, Sustainable Freight Action Plan, High-Speed Rail Business Plan, Statewide Housing Assessment, and Strategic Highway Safety Plan. The CTP reflects and expands on these and other key plans, supporting State policy across all sectors.

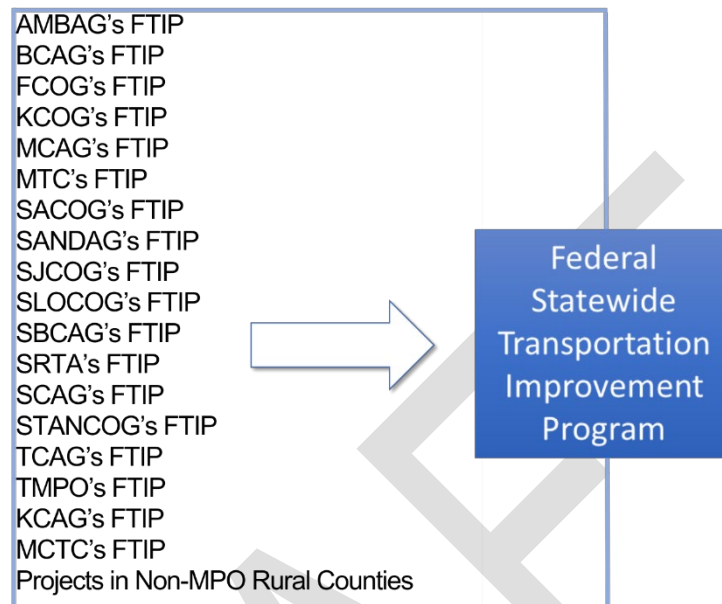
### ***Federal Statewide Transportation Improvement Program***

The FSTIP is a four-year state and federally mandated document that includes a statewide multimodal program of prioritized transportation projects. The FSTIP is prepared by Caltrans every two years, in cooperation with the State's MPOs, and 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.

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<sup>1</sup> [https://www.ca-ilg.org/sites/main/files/file-attachments/mpo-rtpa\\_1-10\\_0.pdf?1402610911](https://www.ca-ilg.org/sites/main/files/file-attachments/mpo-rtpa_1-10_0.pdf?1402610911)

Figure 2. Federal Programming Process.




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 at least 45 days.

### **Introduction to Transportation Planning and Programming**

Transportation planning and transportation programming are two interconnected processes involved in managing and improving transportation systems.

- **Transportation planning** is the process of identifying current and future transportation needs and opportunities and for fostering involvement by all system users for identifying preferred solutions. Public engagement in the planning process helps to 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.

While transportation programming prioritizes the specific projects and funding choices required for carrying out the identified strategies, transportation planning offers the strategic framework for addressing long-term transportation needs and setting goals.



Both procedures are essential for setting the big vision and identifying and prioritizing transportation system improvements across California.

### **Meaningful Public Engagement**

The concept of “meaningful public engagement” has evolved over the years, based on public participation practice and guidance from US Department of Transportation (USDOT) and the US Environmental Protection Agency (EPA). It seeks to institute a broader and more inclusive alternative to minimal and performative public involvement.

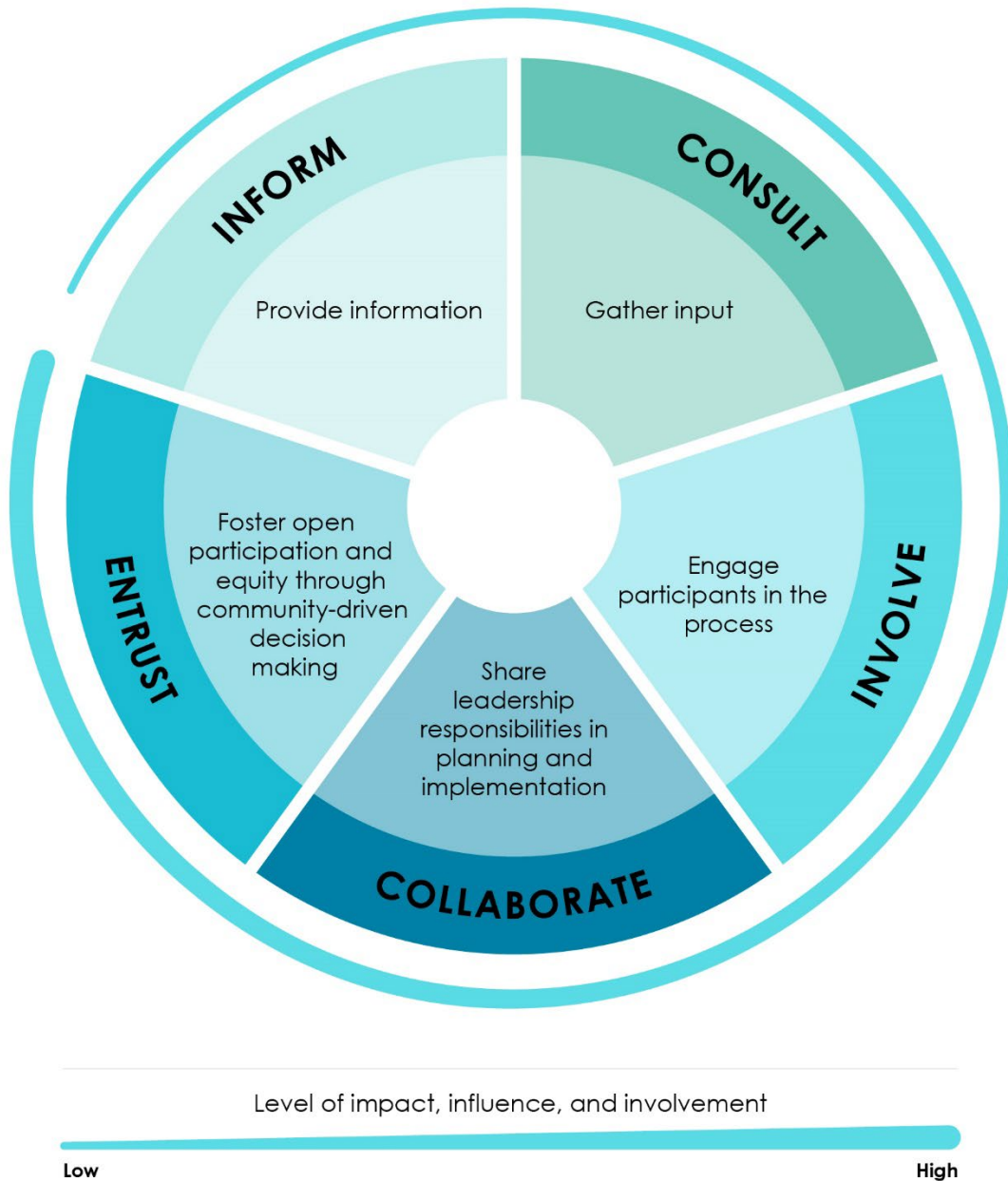
Meaningful public involvement begins with an understanding of the affected communities, including their needs, values, and demographics. Following from this understanding should be a conscious effort to provide the relevant information, often through trusted messengers in the affected community. The public often finds the transportation planning and programming processes complicated and difficult to understand; they may also not know how to get involved in transportation decision making. Providing essential information is needed to inform the public so that they can participate effectively and provide input on the aspects of proposed transportation initiatives that are truly open to change.

“Transportation public engagement” refers to the processes whereby Caltrans provides transportation planning and project development information along with opportunities for public participation in transportation planning and decision making to the public and affected stakeholders. Through public engagement, Caltrans receives, considers, and incorporates public comments, concerns, and perspectives into the transportation planning and programming processes. Among the goals of public engagement are information sharing, issues identification, alternatives evaluation, project concept improvement, collaboration, and consensus building. At its highest level, transportation planning public engagement is inclusive, authentic, meaningful, and equitable.

Building trust with all communities takes hard work, especially with those communities that have been historically impacted in adverse ways by transportation infrastructure. Consistency and honesty are important. Building trust involves developing robust and transparent communication strategies and establishing programs for working with and, as appropriate, compensating community-based organizations (CBOs).




Figure 3. Spectrum of Engagement for Meaningful Public Involvement in Transportation Decision-Making.



This graphic was adapted from the International Association for Public Participation (IAP2) and MIG, Inc.

Source: US DOT, Features of Meaningful Public Engagement, 2022.



Community engagement can be conducted at a variety of levels, depending on the intended audience, objectives for engaging, and the outcomes sought. Determining the level of engagement involves a deliberate effort to consider how the plan or project may affect a community, why they should be involved, and the degree to which their involvement can influence planning and decision making.

### ***Characteristics of an Effective Public Participation Process***

Caltrans recognizes that the affected and potentially affected communities should be identified and engaged, with particular emphasis on racial and ethnic minority communities, including limited English proficient (LEP) populations, as well as other constituencies historically underserved by transportation programs, such as low-income populations, and others.

To receive input from specific groups, Caltrans works to engage in focused and direct outreach with numerous key stakeholders, advocacy groups, CBOs, or other representatives of the affected or potentially affected communities. An effective participation process includes the following.

- Clearly defined purpose and objectives
- Proper identification of the public and affected stakeholder groups
- Use of a range of techniques for engaging the public
- Concerted effort to identify how future visions and goals of the community will affect transportation
- Effective procedures for notifying groups of meetings, progress, and benchmarks
- Methods and measures for evaluating whether a public involvement program is effective
- Education techniques that lead to an accurate and full public understanding of transportation issues
- Follow-through to demonstrate that decision-makers fully considered public input
- Feedback from the public on whether involvement process is effective

## 2. Requirements of the Statewide Transportation Planning and Programming Engagement Process

The PPP for the CTP and FSTIP is guided by a set of federal and state requirements and guidance aimed at promoting early and continuous engagement with the public and stakeholders. These requirements are specifically designed to foster transparency, inclusivity, and accountability throughout the transportation planning and programming process. Below are the key legal mandates that shape the approach to engagement for the CTP and FSTIP:

### **23 CFR §450.206 – SCOPE OF THE STATEWIDE AND NON-METROPOLITAN TRANSPORTATION PLANNING PROCESS**

In accordance with federal regulations outlined in 23 Code of Federal Regulation (CFR) §450.206,<sup>2</sup> the PPP for the CTP and FSTIP is structured into five distinct subsections, each addressing critical aspects of the planning and decision-making process. These subsections are designed to ensure transparency, stakeholder engagement, and compliance with federal requirements.

#### ***Subsection (a): The 10 Planning Factors***


The first subsection centers on the Ten Planning Factors. These factors, as defined in federal regulations are intended to guide the development of transportation plans and programs. The factors encompass various considerations, including the promotion of safety, environmental sustainability, economic vitality, and system performance, among others. In compliance with federal regulations, the PPP is committed to helping to guide engagement for the CTP and FSTIP development processes with consideration of these ten planning factors.

#### ***Subsection (b): Consideration of the Planning Factors***

The second subsection emphasizes the importance of considering the Ten Planning Factors throughout the planning process. It outlines the methods and strategies to be employed to ensure that each factor is thoroughly evaluated and integrated into transportation planning decisions. Public input and stakeholder engagement are

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<sup>2</sup> <https://www.ecfr.gov/current/title-23/chapter-I/subchapter-E/part-450/subpart-B/section-450.206>



essential components in this subsection, as they help to assess how the planning factors align with community needs and expectations.

***Subsection (c): Performance-Based Approach***

This third subsection introduces the concept of a performance-based approach to transportation planning. The PPP focus on public engagement will assist the CTP and FSTIP to highlight the significance of setting performance targets and monitoring progress toward achieving those targets. The PPP helps guide the CTP and FSTIP on how performance measures will be selected, monitored, and used to inform transportation investment decisions. This approach will help ensure that transportation investments are consistent with the goals and objectives set by the CTP and FSTIP.

***Subsection (d): Failures to Comply with Specific Subsection (a) and (c)***

The fourth subsection addresses the consequences of failures to comply with Subsection (a) and (c). It outlines the procedures for identifying and rectifying deficiencies in the consideration of the planning factors and the performance-based approach. The PPP will assist the CTP and FSTIP with the commitment to promptly address any deviations from federal requirements and how the public will be informed and involved in the corrective process.

***Subsection (e): Provided Funds***

The final subsection provides information regarding the allocation and management of federal funds. It describes how funds are distributed, monitored, and utilized to support the implementation of the CTP and FSTIP. Transparency in financial matters is emphasized, ensuring that the public is aware of how federal funds are being used to enhance the transportation system's performance and meet the identified goals and objectives.

The comprehensive PPP, structured around these five subsections, serves as a framework to guide the development of the CTP and FSTIP. It promotes public engagement, transparency, and adherence to federal regulations throughout the planning and decision-making processes. Interested parties can find detailed information on these subsections in Appendix A: 23 CFR §450.206 of the PPP.

## **23 CFR §450.210 – INTERESTED PARTIES, PUBLIC INVOLVEMENT, AND CONSULTATION**

In accordance with 23 CFR §450.210,<sup>3</sup> the CTP and FSTIP are required to comply with the following subsections to ensure an inclusive and comprehensive public participation process.

### ***Subsection (a): Public Involvement Process***

The first subsection ensures that Caltrans public involvement process is not only well-documented but also effectively implemented. It helps to facilitate opportunities for the public to review and comment at key decision points in the development of the CTP and FSTIP. Through the implementation of the PPP, Caltrans will systematically notify the public, solicit their input, and provide timely responses to comments, guaranteeing that their voices actively shape transportation planning decisions.

### ***Subsection (b): Cooperation with Local Officials***

This second subsection commits Caltrans to cooperating with nonmetropolitan local officials, aligning with 23 CFR §450.210(b). By clearly defining procedures within the PPP, Caltrans ensure that these officials have a structured mechanism to participate in the development of the CTP and FSTIP. The PPP fosters collaboration, enhances communication, and provides a clear roadmap for involving local officials, thus strengthening the integration of their perspectives into our transportation planning.

### ***Subsection (c): Tribal and Interior Consultation***

The third subsection ensures committed consultation efforts with Tribal governments and the Secretary of the Interior, meeting the requirements of 23 CFR §450.210(c). It outlines Caltrans approach to engage in meaningful consultation, respecting sovereignty and cultural heritage. By incorporating this consultation process into the PPP, Caltrans demonstrate commitment to involving Tribal governments and the Secretary of the Interior in a structured and respectful manner, ensuring that their valuable input informs the State's CTP and FSTIP.

### ***Subsection (d): Regional Transportation Planning Organizations***

The final subsection outlines the process through which the Governor may designate Regional Transportation Planning Organizations (RTPOs), or RTPAs, as they are referred to in California, and define their roles in enhancing planning, coordination, and implementation. By noting this within the PPP, Caltrans ensures that RTPAs, have a clear mandate to address the needs of nonmetropolitan areas. This strengthens our

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<sup>3</sup> <https://www.ecfr.gov/current/title-23/chapter-I/subchapter-E/part-450/subpart-B/section-450.210>

commitment to regional coordination and effective transportation planning, as envisioned by these regulations.

In summary, Caltrans's PPP for the CTP and FSTIP is designed to meet the requirements of 23 CFR §450.210 by providing a documented public involvement process, cooperating with nonmetropolitan local officials, consulting with Tribal governments, and coordinating with RTPAs to enhance planning and coordination while prioritizing the needs of nonmetropolitan areas of the State. Caltrans is committed to transparency, inclusivity, and meaningful engagement to create transportation plans that best serve the people of California.

For detailed information about the specific provisions of 23 CFR §450.210, including subsections (a) to (d), please refer to Appendix B: 23 CFR §450.210, which provides the full text of each subsection.

## **CALTRANS EQUITY STATEMENT**

The Caltrans Equity Statement was issued in 2020,<sup>4</sup> following an earlier statement by the Secretary of the California State Transportation Agency on racial equity, justice, and inclusion in transportation<sup>5</sup>. The statement consists of two parts: an Acknowledgment of the historic disparities and inequities in transportation decision making, and a Statement of Commitment to work to prevent future harms. Caltrans is dedicated to equity, with a mission to ensure equitable access and benefits for all Californians in transportation. Caltrans focuses on equity through its commitments in the following areas: People, Programs and Projects, Partnerships, and the Planet. This commitment involves addressing disparities in access to transportation resources, reducing environmental and social impacts on disadvantaged communities, and striving for equality in transportation opportunities across California. The Equity Statement sets overarching policy for the CTP and FSTIP.

## **NON-DISCRIMINATION POLICY**

Caltrans makes every effort to ensure nondiscrimination in all its programs and activities, whether they are federally funded or not, and that services and benefits are fairly distributed to all people, regardless of race, color, or national origin. In addition, Caltrans will facilitate meaningful participation in the transportation planning process in a nondiscriminatory manner.

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<sup>4</sup> <https://dot.ca.gov/about-caltrans/equity-statement>

<sup>5</sup> <https://calsta.ca.gov/press-releases/2020-06-12-statement-on-racial-equity>

Related federal statutes, remedies, and state law further those protections to include sex, disability, religion, sexual orientation, and age, as stated in the Caltrans Non-Discrimination Policy Statement.<sup>6</sup>

## **TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

Caltrans assures that no person shall, on the basis of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance, as required by Title VI of the Civil Rights Act of 1964, as amended, the Civil Rights Restoration Act of 1987,<sup>7</sup> Federal Executive Order 12898 (Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations), and Federal Executive Order 13166 (Improving Access to Services for Persons with Limited English Proficiency).<sup>8</sup>

Caltrans cannot, on the basis of race, color, national origin, either directly, or through contractual means, do any of these actions:

- Deny program services, aids, or benefits.
- Provide a different service, aid, or benefit, or provide them in a manner different from what is provided to others.
- Segregate or separately treat individuals in any matter related to the receipt of any service, aid, or benefit.
- Deny an opportunity to participate as a member of a planning, advisory, or similar body that is an integral part of the program.

## **LIMITED ENGLISH PROFICIENCY**

Executive Order 13166<sup>9</sup>: Improving Access to Services for Persons with LEP. Executive Order 13166, "Improving Access to Services for Persons with LEP," was adopted to "...improve access to federally conducted and federally assisted programs and activities for persons who, as a result of national origin, are limited in their English Proficiency...."

LEP Program and the Federal-Aid Highway Program: It is Caltrans's policy to provide meaningful access to its programs, services, and activities for all persons, including

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<sup>6</sup> <https://dot.ca.gov/-/media/dot-media/programs/civil-rights/documents/title-vi/january-2023/caltrans-non-discrimination-policy-statement-a11y.pdf>

<sup>7</sup> <https://www.justice.gov/crt/fcs/TitleVI>

<sup>8</sup> <https://www.archives.gov/files/federal-register/executive-orders/pdf/12898.pdf>

<sup>9</sup> <https://www.justice.gov/crt/executive-order-13166>

those who are non-English speaking and those who are limited English proficient, in compliance with state and federal nondiscrimination requirements. Where applicable, Caltrans translates materials and uses interpreters free of charge for its customers to ensure LEP individuals can access Caltrans's programs, services, and activities.

## **ADA: AMERICANS WITH DISABILITIES ACT OF 1990**

Caltrans adheres with the Americans with Disabilities Act (ADA) of 1990 (United States Code (U.S.C.) Title 42),<sup>10</sup> a landmark federal law aimed at ensuring equal access and opportunities for individuals with disabilities in various aspects of public life, including transportation. When incorporating the ADA into a public participation plan for the CTP and FSTIP, the following key points should be included:

- Outreach—developing contacts, mailing lists, and other means to communicate with persons with disabilities
- Consultation with individuals with disabilities and CBOs with a focus on persons with disabilities
- Opportunity for public comment via multiple formats such as in-person, phone, email, mail, and online surveys
- Providing information in accessible formats
- Hosting outreach at accessible locations
- Ongoing efforts to involve persons with disabilities

Though different from LEP, Caltrans staff can use the LEP resources to help hire a sign language interpreter for public engagement.

## **AGE DISCRIMINATION ACT OF 1975**

The Age Discrimination Act of 1975<sup>11</sup> states “no person in the United States shall, on the basis of age, be excluded from participation, in be denied the benefits of, or be subjected to discrimination.” Older persons, a portion of whom may be disabled, may have special requirements that Caltrans must consider. These requirements can be addressed by some of the efforts already noted, such as providing listening assistance. Other requirements may include handicapped-accessible meeting locations. For planning purposes, it is important to remember that a larger percentage of older people do not drive but still require access to critical services, such as health care, and to enriching cultural opportunities. In areas with a high percentage of older adults, planners may consider incorporating paratransit or similar services into the

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<sup>10</sup> <https://www.ada.gov/law-and-regs/ada/>

<sup>11</sup> <https://www.dol.gov/agencies/oasam/regulatory/statutes/age-discrimination-act>



department's programs. Age must also be a considered factor for younger people who may experience barriers to participation.

## **OTHER RELATED POLICIES**

In the PPP for the CTP and FSTIP, it is critical to highlight the following policies, among others, that support public involvement:

- The Context Sensitive Solutions (CSS) framework, which emphasizes the use of innovative and inclusive approaches that integrate and balance community, aesthetic, historic, and environmental values with transportation safety, maintenance, and performance goals. Context sensitive solutions are reached through a collaborative, interdisciplinary, and equitable approach involving all stakeholders from planning through design, construction, and operation.
- The California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA), both of which promote the importance of public participation in reviewing the potential environmental, economic, and social effects of projects and involving the public in decision-making processes to ensure comprehensive and informed decision-making.

Please note that there are other related policies as well that contribute to Caltrans commitment to public involvement.

## 3. Statewide Engagement

This section outlines the foundational principles and strategies for the CTP and FSTIP initiatives. Key objectives include achieving meaningful, continuous, and early engagement with stakeholders. The approach includes PPP Engagement Strategies, a recommended Engagement Matrix with various outreach methods, and opportunities for stakeholders to participate at the statewide and regional levels. An Outreach and Review Timeline is provided to keep stakeholders informed and engaged throughout the planning and implementation processes, emphasizing the importance of ongoing involvement beyond the initial phases.

### **GUIDING PRINCIPLES AND STRATEGIES**

Caltrans has developed the latest iteration of PPP based on a framework of principles and strategies for how to engage governments, stakeholders, and the public during all phases of development of both the CTP and FSTIP. This approach will support CTP and FSTIP public outreach activities.

#### ***Guiding Principles***


The following guiding principles will provide the basis used to build a PPP that will inform and guide public engagement of the CTP and the FSTIP by supporting and seeking out ideas to help build stronger communities:

- 1. Clarifying the transportation planning and programming processes.**
- 2. Conveying the impact and relevance of transportation issues to the public.**
- 3. Explaining how and when the public can influence State, regional and local transportation policies, and projects.**
- 4. Engaging a broad spectrum of California's diverse population.**
- 5. Continually re-evaluate the effectiveness of the public participation process.**

Incorporating these guiding principles into the PPP for the CTP and the FSTIP provides a strong framework for fostering meaningful public engagement. The following section about general strategies will effectively translate these principles into action and ensure an inclusive and impactful public participation process.

#### ***General Strategies***

To promote meaningful, early, and continuous public engagement for the CTP and FSTIP, Caltrans acknowledges the valuable insights gained from past experiences. The strategies laid out in the previous PPP have proven to be instrumental in engaging



Caltrans diverse stakeholders, and Caltrans is dedicated to enhancing these principles in this updated iteration. The following strategies will build on the guiding principles:

### **1. Generate Interest Through Connections**

One of the cornerstones of Caltrans public participation approach is fostering genuine connections with stakeholders. Building on the foundation set by this strategy, Caltrans remains dedicated to prioritizing personal connections, whether through in-person interactions or digital channels. Caltrans recognizes the importance of active engagement, where individuals feel acknowledged and appreciated. To achieve this, Caltrans is committed to employing mix of town hall meetings, community forums, and interactive online platforms to foster these relationships. These connections are vital to the planning process, enabling Caltrans to understand the needs and concerns of California communities.

### **2. Be Transparent**

Transparency is key to building trust. In the updated iteration, Caltrans will enhance its commitment to transparency by offering easily accessible and comprehensible information. Caltrans will ensure that project plans, documents, and updates are readily available to the public. Furthermore, Caltrans will introduce new methods to monitor progress and provide regular updates on project developments, demonstrating Caltrans unwavering dedication to open communication.

### **3. Use Diverse Outreach Tools, Including Limited English Proficiency Translation Services**

The constantly changing digital environment provides numerous tools and platforms that Caltrans will use to connect with communities in California. In addition to conventional outreach methods, Caltrans will explore emerging technologies such as augmented reality, virtual reality, and interactive online mapping tools. Importantly, Caltrans will continue to seek ways to enhance comprehensive translation services to address limited English proficiency, ensuring that language differences do not impede engagement. Furthermore, Caltrans will explore methods to compensate participants, acknowledging the value of their time and input.

### **4. Engage the Traditionally Underserved**

Recognizing the unique perspective that each stakeholder group offers, Caltrans aims to improve engagement methods across California. This will involve carrying out targeted outreach initiatives to actively engage specific stakeholder groups, including environmental advocates, local businesses, and disability advocacy organizations. This tailored approach will allow Caltrans to harness the unique expertise of these groups and ensure their voices are heard.

## **5. Engage Specific Stakeholder Groups**

Recognizing that each stakeholder group offers a unique perspective, Caltrans strives to improve engagement methods across California. By conducting targeted outreach efforts, Caltrans seeks to actively involve specific stakeholder groups, including environmental advocates, local businesses, and disability advocacy organizations. This tailored approach will enable Caltrans to harness the unique expertise of these groups and ensure their voices are heard.

## **6. Respond to Public Comments and Provide Transparency and Accountability**

Public feedback is invaluable, and Caltrans will continue to foster a culture of responsiveness. Caltrans is committed to establishing clear channels for collecting and addressing public comments, with the goal of ensuring that every voice is acknowledged and considered in the decision-making process. Additionally, Caltrans aims to maintain accountability by transparently sharing how public input has influenced project planning and implementation.

## **7. Evaluate and Update the Public Participation Plan on a Regular Basis**

Finally, Caltrans demonstrate its commitment to excellence by continuously striving for improvement. Caltrans regularly assesses the effectiveness of the PPP for the CTP and FSTIP, actively seeking feedback from both internal and external stakeholders. This iterative approach allows Caltrans to remain adaptive to changing needs and emerging best practices, ensuring that the process remains dynamic, relevant, and effective.

In summary, this new iteration builds upon the solid foundation of past strategies. By following these interconnected principles, Caltrans is poised to enhance the public participation process for the CTP and FSTIP. Stakeholders are invited to join the journey as Caltrans collectively shape the future of transportation in California, forging a path that serves the diverse needs and aspirations of the State's communities. Together, California can achieve a more sustainable, accessible, and equitable transportation system.

## **PPP ENGAGEMENT STRATEGY**

Caltrans conducted a three-phase stakeholder engagement strategy for the 2023 PPP to enhance public involvement in shaping the CTP and FSTIP. The strategy began with a targeted survey sent to more than 1200 recipients to assess the effectiveness of past engagement principles, strategies, and methods.

## Targeted Survey Results

The data collected through this targeted survey served as a guide for the second phase of the three-pronged engagement strategy for the PPP. The results can be summarized as follows

- When asked whether the guiding principles used in the previous PPP were still applicable to Caltrans's efforts to engage partners, stakeholder, and the public, 88 percent of the respondents answered yes.
- When asked whether the strategies used in the previous PPP were still applicable to Caltrans's efforts to engage partners, stakeholder, and the public, 86 percent of the respondents answered yes.
- When asked whether the methods used in the previous PPP were still applicable to Caltrans's efforts for informing, consulting, involving, and collaborating with partners, stakeholders, and the public during the CTP and FSTIP public participation process, 68 percent of the respondents answered yes.

The results suggested that, while the principles and strategies could still be considered effective and appropriate, there was room for improvement in the engagement methods.

## Focus Groups Results

The Caltrans teams responsible for the CTP and FSTIP are committed to conducting meaningful public outreach and engagement in the development of transportation policies and projects that affect California communities. As part of the public participation plan process, both internal and external focus group workshops were conducted. This section presents the key findings and outcomes from these workshops, shedding light on the valuable insights contributed by participants. Additionally, post-meeting surveys were conducted to assess the meaningfulness of stakeholder engagement and gather feedback on participants' experiences.

## Workshop Objectives

The main objective of both the internal and external focus group workshops was to identify the most effective methods for engaging stakeholders in the California Transportation Plan and Federal Statewide Transportation Improvement Program during the planning and programming processes. Specific objectives included:

- Discovering innovative, effective, and impactful engagement techniques.
- Soliciting input on preferred engagement method, channels, and formats.
- Promoting transparency, equity, and inclusivity in the engagement processes.

### Internal Focus Group Workshop Findings

- Building relationships with CBOs and community leaders was highlighted as crucial. Establishing these connections can facilitate effective communication and collaboration.
- Participants emphasized that projects that potentially have negative impacts on communities tend to generate greater interest and engagement from the public.
- “Pop-up” events were identified as an effective method for engaging disadvantaged community members. These events “meet people where they are” and provide an accessible and approachable platform for dialogue.
- Caltrans received commendation for its ability to gather initial reactions from the public. However, participants expressed the need for ongoing communication to inform interested parties regarding how their feedback and comments are being incorporated into the planning and programming processes.
- Participants recommended that the PPP should be an iterative process, adapting and evolving based on the changing needs and expectations of stakeholders.

### External Focus Group Workshop Findings

- Participants commented that plans are often almost fully developed by the time they reach the review phase. Participants stressed the need for earlier engagement and coordination to involve stakeholders.
- Participants emphasized the importance of a pre-engagement strategy as a critical step for priming actual engagement. Building awareness and interest in advance can lead to more meaningful participation.
- Post-engagement efforts were recognized as crucial for follow-up with stakeholders and for distilling lessons learned. Establishing a mechanism for ongoing communication with Caltrans after engagement was suggested.
- Participants highly recommended digital promotion for engagement efforts, recognizing its potential to reach a broader audience. Examples of some digital promotions are social media campaigns, email newsletters, webinars and virtual town halls, online surveys, feedback forms, interactive mapping tools, podcasts and webcasts, and online engagement.
- Language services were identified as a significant benefit of virtual engagement, allowing more people to participate in the engagement process by providing language options.
- Lessons learned indicated that engagement is not solely about building relationships but also about creating a consistent line of communication and engagement with the community or group.

- Resources were suggested to be allocated to Native American tribal liaisons to assist with engagement for projects or plans, ensuring that the unique needs and perspectives of tribal communities are effectively considered.
- It was recommended that Caltrans strive for simplicity in communication, avoiding the excessive use of acronyms and opting for straightforward language to enhance accessibility and clarity.

### **Post-Survey on Meaningful Engagement**

After the focus group workshops, post-surveys were conducted to gauge the meaningfulness of engagement and gather feedback on the overall workshop experience. The survey responses helped to assess the effectiveness of the engagement efforts, including the integration of insights gained from the external focus group findings. Caltrans values the input of all participants and is committed to continuously enhancing engagement practices based on the feedback received.

The internal and external focus group workshops provided valuable insights into the perspectives and priorities of transportation professionals, stakeholders, and the broader public. These findings, particularly those from the external focus group, will play a pivotal role in shaping the CTP and FSTIP. They will guide Caltrans in selecting and refining the most effective engagement methods, fostering relationships with key stakeholders, and ensuring ongoing and transparent communication throughout the planning and programming processes. The CTP and FSTIP teams remain committed to an inclusive and collaborative approach to transportation planning and programming, guided by the input received during these workshops and future engagement efforts.

### **Public Review and Comment on the Draft PPP**

During the third phase of the engagement strategy, Caltrans actively sought input from stakeholders and the public by conducting a 45-day public review of the draft PPP. Caltrans aimed to ensure that the PPP accurately reflected the needs and concerns of all interested parties.

Throughout this review period, multiple avenues were provided for individuals and organizations to share their thoughts and feedback on the draft plan. Every comment received was valued and carefully considered by Caltrans. Many of the comments contained valuable insights and suggestions that have since been incorporated into the final version of the PPP.

This collaborative approach underscores Caltrans's commitment to transparency and inclusivity in the planning process. It is worth noting that Caltrans has taken the feedback received from stakeholders and the public seriously, and as a result, the final PPP is more comprehensive and reflective of the diverse perspectives and ideas shared during the public review period. This approach has ultimately led to a stronger and more effective Participation Plan that will benefit all parties involved.

## **OUTREACH METHODS**

Public engagement is a critical component of the planning and project development processes for transportation projects in California. Over recent years, Caltrans has been working conscientiously to identify and implement new and enhanced ways to provide meaningful engagement with an emphasis on consistency and continuity. To ensure the success of the CTP and the FSTIP, meaningful, early, and continuous public engagement is essential. This approach not only fosters transparency but also leverages the collective wisdom of the diverse communities and stakeholders across the State.

### ***Recommended Engagement Matrix***

This section on engagement methods has been crafted based on valuable input received from the Caltrans Focus Group Workshops. The diverse perspectives and insights shared during the workshops have played a fundamental role in shaping the recommended engagement methods for the CTP and FSTIP. These methods are designed to ensure a comprehensive and inclusive public participation process that aligns with the needs and expectations of Caltrans stakeholders.

Creating a public participation methods matrix for the CTP and FSTIP involves categorizing stakeholder groups and recommending appropriate participation methods, while considering specific considerations for each group. Below is a matrix that outlines these details:



Table 1. Recommended Engagement Matrix.

Group Category	Recommended Methods	Metrics for Meaningful Engagement	Other Considerations
<p><b>General Public</b> – This category encompasses the entire population or community affected by the CTP and FSTIP. It includes individuals who may not have specific affiliations or roles but have a general interest in and are impacted by transportation decisions.</p>	<ul style="list-style-type: none"> <li>• Public meetings/workshops</li> <li>• Online surveys and feedback forms</li> <li>• Social media engagement</li> <li>• Virtual town halls</li> <li>• Translation/interpretation services</li> </ul>	<ul style="list-style-type: none"> <li>• Post-meeting/event surveys: after public meetings, ask participants to rate the value and impact of the meeting.</li> <li>• Online feedback surveys: use online surveys to gather feedback on the engagement process and perceived impact.</li> </ul>	<ul style="list-style-type: none"> <li>• Accessibility: ensure venues are ADA compliant.</li> <li>• Multilingual materials: provide information in multiple languages.</li> <li>• Online platforms: use web-based surveys and forums for broader reach.</li> <li>• Outreach campaigns: use traditional and digital media for awareness.</li> <li>• Offer translation/ Interpretation services for non-English speakers.</li> </ul>
<p><b>Local</b> – Individuals, residents, and community organizations at the grassroots level within the project's immediate vicinity. They are directly affected by transportation projects and have localized concerns.</p>	<ul style="list-style-type: none"> <li>• Community workshops</li> <li>• Town hall meetings</li> <li>• Virtual community forums</li> <li>• Translation/interpretation services</li> </ul>	<ul style="list-style-type: none"> <li>• Post-meeting/event surveys: after community workshops, gauge attendees' perceptions of the event's usefulness.</li> <li>• Online community surveys: Measure community members' satisfaction and understanding of the engagement process.</li> </ul>	<ul style="list-style-type: none"> <li>• Tailored outreach: customize messages to address local concerns.</li> <li>• Collaboration: engage local government officials and community leaders.</li> <li>• Visual aids: use maps, videos, and visualizations for clarity.</li> <li>• Offer translation/ interpretation services for non-English speakers.</li> </ul>

Group Category	Recommended Methods	Metrics for Meaningful Engagement	Other Considerations
<p><b>Regional</b> – Stakeholders representing a broader geographic area beyond the local level. They often include representatives from regional planning agencies and organizations that operate across multiple communities within a region.</p>	<ul style="list-style-type: none"> <li>• Regional stakeholder conferences</li> <li>• Webinars and virtual town halls</li> <li>• Regional surveys</li> <li>• Online and diverse collaboration tools</li> <li>• Translation/interpretation services</li> </ul>	<ul style="list-style-type: none"> <li>• Post-conference surveys: after regional conferences, collect feedback to assess the perceived effectiveness of the event.</li> <li>• Online collaboration surveys: measure the satisfaction and utility of online collaboration tools.</li> </ul>	<ul style="list-style-type: none"> <li>• Coordination: align with regional planning entities.</li> <li>• Data sharing: share relevant regional data and trends.</li> <li>• Collaborative mapping: use GIS for visualizing regional impacts.</li> <li>• Offer translation/interpretation services for non-English speakers.</li> </ul>
<p><b>State</b> – State-level stakeholders are government agencies, organizations, and individuals representing the entire State. They may be responsible for overall transportation policies and funding allocation at the state level.</p>	<ul style="list-style-type: none"> <li>• Statewide public hearings</li> <li>• Online comment portals</li> <li>• Statewide surveys</li> <li>• Virtual public hearings</li> <li>• Translation/interpretation services</li> </ul>	<ul style="list-style-type: none"> <li>• Post-hearing surveys: after public hearings, survey attendees to understand their perception of the hearing's effectiveness.</li> <li>• Online comment portal feedback: measure the usability and value of online comment portals.</li> </ul>	<ul style="list-style-type: none"> <li>• Legislation: comply with state public participation laws.</li> <li>• Transparency: ensure transparency in decision-making processes.</li> <li>• Public comment periods: Provide ample time for input.</li> <li>• Offer translation/interpretation services for non-English speakers.</li> </ul>

Group Category	Recommended Methods	Metrics for Meaningful Engagement	Other Considerations
<p><b>Federal</b> – Primarily federal government agencies responsible for transportation regulations, funding, and oversight at the national level.</p>	<ul style="list-style-type: none"> <li>• Federal agency consultation</li> <li>• Public comment on federal registers</li> <li>• Federal agency webinars</li> <li>• Online federal agency comment portals</li> <li>• Translation/interpretation services</li> </ul>	<ul style="list-style-type: none"> <li>• Post-consultation surveys: after federal agency consultations, gather feedback on the consultation process.</li> <li>• Online comment portal feedback: measure the ease of use and effectiveness of online comment portals.</li> </ul>	<ul style="list-style-type: none"> <li>• Sovereignty: respect state and federally recognized tribal sovereignty and self-governance.</li> <li>• Trust building: establish and maintain positive relationships.</li> <li>• Cultural sensitivity: incorporate cultural considerations into project planning.</li> <li>• Offer translation/interpretation services for non-English speakers.</li> </ul>

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Group Category	Recommended Methods	Metrics for Meaningful Engagement	Other Considerations
<p><b>Tribal Government</b> – Representatives from Native American tribes or indigenous groups, recognizing their sovereignty and unique considerations regarding transportation projects that may intersect with tribal lands.</p>	<ul style="list-style-type: none"> <li>• Tribal Consultation Meetings</li> <li>• Consult with the tribal relations staff (District Native American Coordinators (DNACs)/District Native American Liaisons (DNALs) at Caltrans to determine best strategies</li> <li>• Cultural Workshops</li> <li>• Tribal Liaison Partnerships</li> <li>• Virtual Consultation Platforms</li> <li>• Translation/ Interpretation Services</li> </ul>	<ul style="list-style-type: none"> <li>• Post-consultation Surveys: After tribal consultations, assess the perceived value and impact of the consultation.</li> <li>• Virtual Platform Feedback: Measure the user-friendliness and effectiveness of virtual consultation platforms.</li> </ul>	<ul style="list-style-type: none"> <li>• Sovereignty: Respect state and federally recognized tribal sovereignty and self-governance.</li> <li>• Trust Building: Establish and maintain positive relationships.</li> <li>• Cultural Sensitivity: Incorporate cultural considerations into project planning.</li> <li>• Offer translation/ Interpretation services for non-English speakers.</li> </ul>

Group Category	Recommended Methods	Metrics for Meaningful Engagement	Other Considerations
<p><b>Affected Local Public Agencies</b> – These are government entities, such as municipal, county, or regional agencies, directly impacted by transportation projects due to their responsibilities for infrastructure, planning, or services in the project area.</p>	<ul style="list-style-type: none"> <li>• Interagency coordination Meetings</li> <li>• Data sharing and information exchanges</li> <li>• Joint technical committees</li> <li>• virtual collaboration tools</li> <li>• Translation/ interpretation Services</li> </ul>	<ul style="list-style-type: none"> <li>• Post-meeting surveys: after interagency meetings, collect feedback on the effectiveness of the collaboration.</li> <li>• Online collaboration surveys: measure the utility and efficiency of virtual collaboration tools.</li> </ul>	<ul style="list-style-type: none"> <li>• Data sharing: share project-related information.</li> <li>• Timely communication: keep agencies informed of project updates.</li> <li>• Coordinated decision-making: streamline decision-making processes among agencies.</li> <li>• Offer translation/ interpretation services for non-English speakers.</li> </ul>
<p><b>Business Organizations</b> – This category includes chambers of commerce, trade associations, and other business entities that have an interest in transportation projects, often focusing on economic impacts.</p>	<ul style="list-style-type: none"> <li>• Business focus groups</li> <li>• Economic impact surveys</li> <li>• Industry conferences</li> <li>• Virtual business forums</li> <li>• Translation/ interpretation services</li> </ul>	<ul style="list-style-type: none"> <li>• Post-event surveys: after business-focused events, gather feedback on the event's relevance and impact.</li> <li>• Economic impact survey: assess how businesses perceive the project's economic impact.</li> </ul>	<ul style="list-style-type: none"> <li>• Economic impact assessment: discuss the project's economic implications.</li> <li>• Mitigation measures: explore ways to minimize business disruption.</li> <li>• Industry-specific outreach: tailor engagement to specific business sectors.</li> </ul>

Group Category	Recommended Methods	Metrics for Meaningful Engagement	Other Considerations
<p><b>Pedestrian &amp; Bicycle Representatives</b>            – These stakeholders represent advocacy groups, organizations, or individuals who promote and use pedestrian walkways and bicycle transportation facilities, contributing to active and sustainable transportation.</p>	<ul style="list-style-type: none"> <li>• Pedestrian and bicycle advocacy groups meetings</li> <li>• Walkability and bikeability tours</li> <li>• Crowdsourced mapping</li> <li>• Virtual advocacy platforms</li> <li>• Translation/interpretation services</li> </ul>	<ul style="list-style-type: none"> <li>• Post-meeting surveys: After advocacy group meetings, gauge participants' views on the value of the meeting.</li> <li>• Online advocacy platform feedback: measure the utility and effectiveness of virtual advocacy platforms.</li> </ul>	<ul style="list-style-type: none"> <li>• Safety concerns: address safety issues and promote active transportation.</li> <li>• Infrastructure: discuss pedestrian and bicycle infrastructure improvements.</li> <li>• User experience: gather input on user-friendly pathways.</li> <li>• Offer translation/interpretation services for non-English speakers.</li> </ul>
<p><b>Community &amp; Environmental Groups</b> –            Comprised of community-based organizations and environmental advocates who are concerned about the social and environmental impacts of transportation projects.</p>	<ul style="list-style-type: none"> <li>• Environmental impact workshops</li> <li>• Eco-friendly transportation expos</li> <li>• Community surveys</li> <li>• Virtual environmental workshops</li> <li>• Translation/interpretation services</li> </ul>	<ul style="list-style-type: none"> <li>• Post-event surveys: after environmental workshops and expos, assess participants' perceptions of the event's success.</li> <li>• Environmental impact survey: measure how community and environmental groups perceive the project's environmental impact.</li> </ul>	<ul style="list-style-type: none"> <li>• Environmental assessment: collaborate on environmental impact studies.</li> <li>• Sustainability: explore eco-friendly transportation solutions.</li> <li>• Local expertise: leverage community knowledge on environmental concerns.</li> <li>• Offer translation/interpretation services for non-English speakers.</li> </ul>

Group Category	Recommended Methods	Metrics for Meaningful Engagement	Other Considerations
<p><b>Public Transit Employee Representatives</b> – Individuals that represent the interests of public transit workers, including bus drivers, maintenance staff, and other employees of public transit agencies.</p>	<ul style="list-style-type: none"> <li>• Transit worker union meetings</li> <li>• Employee feedback surveys</li> <li>• Safety committees</li> <li>• Virtual employee forums</li> <li>• Translation/interpretation services</li> </ul>	<ul style="list-style-type: none"> <li>• Post-meeting surveys: after transit worker meetings, collect feedback on the value of the meeting.</li> <li>• Employee feedback survey: gather input on the project's impact on transit employees.</li> </ul>	<ul style="list-style-type: none"> <li>• Labor agreements: discuss labor-related matters and impacts.</li> <li>• Employee safety: address employee safety concerns.</li> <li>• Operations input: gather insights on day-to-day operational issues.</li> <li>• Offer translation/interpretation services for non-English speakers.</li> </ul>
<p><b>Freight Transportation Stakeholders</b> – includes individuals and organizations involved in the movement of goods, such as trucking companies, logistics firms, and port authorities.</p>	<ul style="list-style-type: none"> <li>• Freight industry forums</li> <li>• Supply chain workshops</li> <li>• Port and terminal tours</li> <li>• Virtual freight industry conferences</li> <li>• Translation/interpretation services</li> </ul>	<ul style="list-style-type: none"> <li>• Post-event surveys: after freight industry events, assess attendees' perceptions of the event's usefulness.</li> <li>• Supply chain impact survey: measure how freight stakeholders perceive the project's impact on the supply chain.</li> </ul>	<ul style="list-style-type: none"> <li>• Supply chain impact: discuss how the project affects the movement of goods.</li> <li>• Congestion relief: explore ways to alleviate freight congestion.</li> <li>• Industry best practices: share insights on efficient freight operations.</li> <li>• Offer translation/interpretation services for non-English speakers.</li> </ul>

Group Category	Recommended Methods	Metrics for Meaningful Engagement	Other Considerations
<p><b>Private Providers of Transportation</b> – Private transportation companies, including ride-sharing services, taxi companies, and other transportation providers.</p>	<ul style="list-style-type: none"> <li>• Private sector forums – business-to-business networking</li> <li>• Regulatory workshops</li> <li>• Virtual business collaboration platforms</li> <li>• Translation/interpretation services</li> </ul>	<ul style="list-style-type: none"> <li>• Post-event surveys: after private sector events, gauge participants' views on the event's value.</li> <li>• Regulatory workshop feedback: measure the utility of regulatory workshops for private providers.</li> </ul>	<ul style="list-style-type: none"> <li>• Market opportunities: discuss business opportunities arising from the project.</li> <li>• Regulations: address regulatory requirements impacting private providers.</li> <li>• Partnership opportunities: explore public-private collaborations.</li> <li>• Offer translation/interpretation services for non-English speakers.</li> </ul>
<p><b>Users of Public Transportation</b> – Individuals who rely on public transportation services for their daily commutes and travel needs, including public transit riders.</p>	<ul style="list-style-type: none"> <li>• Transit user Surveys</li> <li>• User advisory committees</li> <li>• Accessibility audits</li> <li>• Virtual user feedback portals</li> <li>• Translation/interpretation services</li> </ul>	<ul style="list-style-type: none"> <li>• Post-surveys: after transit user engagement events, assess user perceptions of the event's success.</li> <li>• User advisory committee feedback: gather input on the effectiveness of advisory committees.</li> <li>• Virtual feedback portal usage: assess the value of online feedback platforms.</li> </ul>	<ul style="list-style-type: none"> <li>• Accessibility: ensure public transit services are accessible to all.</li> <li>• Fare policies: discuss fare structures and affordability.</li> <li>• Real-time feedback: collect feedback during transit use for immediate improvements.</li> <li>• Offer translation/interpretation services for non-English speakers.</li> </ul>



Group Category	Recommended Methods	Metrics for Meaningful Engagement	Other Considerations
<p><b>Disabled Population Representatives</b> – Representatives of individuals with disabilities and organizations that advocate for accessibility and inclusion in transportation projects.</p>	<ul style="list-style-type: none"> <li>• Accessibility focus groups</li> <li>• Assistive technology showcases</li> <li>• Accessible route walkthroughs</li> <li>• Virtual accessibility forums</li> <li>• Translation/interpretation services</li> </ul>	<ul style="list-style-type: none"> <li>• Focus group effectiveness survey: assess the value of focus group discussions.</li> <li>• Assistive technology showcase feedback: gather input on assistive technology options</li> <li>• Accessibility evaluation: measure the quality of accessible assessments.</li> <li>• Virtual accessibility forum usage: assess the value of online accessibility forums.</li> </ul>	<ul style="list-style-type: none"> <li>• Universal design: promote inclusive transportation design.</li> <li>• Accessibility features: discuss improvements for disabled individuals.</li> <li>• Accessibility testing: conduct usability tests with disabled individuals.</li> <li>• Offer translation/interpretation services for non-English speakers.</li> </ul>
<p><b>Elderly Population Representatives</b> – Individuals that represent the interests of senior citizens and advocate for transportation solutions that cater to the needs of the elderly population.</p>	<ul style="list-style-type: none"> <li>• Senior citizen workshops</li> <li>• Elderly transportation surveys</li> <li>• Age-friendly infrastructure tours</li> <li>• Virtual senior engagement forums</li> <li>• Translation/interpretation services</li> </ul>	<ul style="list-style-type: none"> <li>• Workshop satisfaction survey: assess the effectiveness of senior citizen workshops.</li> <li>• Elderly transportation survey feedback: gather input on transportation issues faced by seniors.</li> <li>• Virtual senior engagement forum usage: assess the value of online engagement platforms.</li> </ul>	<ul style="list-style-type: none"> <li>• Age-friendly transportation: address the unique needs of elderly individuals.</li> <li>• Mobility challenges: discuss transportation challenges faced by senior citizens.</li> <li>• Elderly-centric design: incorporate elderly-friendly features into transportation plans.</li> <li>• Offer translation/interpretation services for non-English speakers.</li> </ul>

This matrix provides a structured approach to involving a wide range of stakeholders in the CTP and FSTIP, with considerations tailored to the specific needs and interests of each group. Adjustments in strategies may be necessary based on the unique characteristics of specific policies or projects and the preferences of the involved stakeholders.

## GETTING INVOLVED

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

In California, MPOs in urbanized areas with a population greater than 50,000 and 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 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 2. PPP, CTP, and FSTIP Public Involvement.*

<b>What</b>	<b>When</b>	<b>Where</b>	<b>How</b>	<b>Why</b>
PPP – Extensive public participation plan to help guide early and continuous public engagement for the CTP and FSTIP.	During updates, every 3 to 5 years	<ul style="list-style-type: none"> <li>• Draft PPP is released on Caltrans website for a 45-day statewide public review and comment period.</li> <li>• Caltrans responds to comments as appropriate.</li> </ul>	Use a range of methods such as: <ul style="list-style-type: none"> <li>• Telephone interviews with key stakeholders</li> <li>• Regional focus groups</li> <li>• Web surveys</li> </ul>	<ul style="list-style-type: none"> <li>• Determine the most effective methods for engaging the public in the development of the CTP &amp; FSTIP</li> <li>• Influence how the public participates in CTP &amp; FSTIP development.</li> </ul>

What	When	Where	How	Why
CTP – The State's long-range transportation planning policy document.	During updates, every 5 years	<ul style="list-style-type: none"> <li>• Opportunities to participate on the Caltrans website during early CTP development</li> <li>• Input at appropriate regional workshops across the State (i.e., rural, urban, coastal, southern, northern, and central).</li> <li>• Draft CTP posted on the Caltrans website for a 45-day public review and comment period.</li> <li>• Caltrans responds to comments as appropriate.</li> </ul>	<p>Use a range of methods such as:</p> <ul style="list-style-type: none"> <li>• Dynamic website that is readily accessible</li> <li>• Email blasts</li> <li>• Regional workshops</li> <li>• Stakeholder group presentations</li> <li>• Media outreach</li> <li>• Surveys</li> </ul>	<ul style="list-style-type: none"> <li>• Educate the public about State transportation issues, and planning and programming processes.</li> <li>• Identify the public's transportation concerns and where the public would like the State to invest its transportation dollars.</li> <li>• Influence long-range State transportation planning vision, goals, policies, and recommendations.</li> </ul>
CTP amendments interim updates to the State's long-range transportation planning policy document based on new requirements.	As directed by federal statute (i.e., Fast Act)	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Caltrans responds to comments as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• Use similar outreach techniques as for the CTP but on a more limited scale than a formal CTP update.</li> </ul>	<ul style="list-style-type: none"> <li>• Educate the public about new federal requirements and where there are gaps in new requirements.</li> <li>• Gain consensus on framework or focus for the vision, goals, policies, and recommendations of the next full CTP update.</li> </ul>


What	When	Where	How	Why
FSTIP Update. Project specific list of MPO short-range programs and rural projects based on available funding.	Typically, every other year, no later than December of even years	<ul style="list-style-type: none"> <li>• Websites of individual MPOs and/or RTPAs</li> <li>• Caltrans' Federal Programing Website</li> <li>• State Clearinghouse</li> <li>• Library distribution (State &amp; Caltrans)</li> <li>• Announcements in various email transportation newsletters (State &amp; Caltrans)</li> </ul>	<ul style="list-style-type: none"> <li>• Email notifications</li> <li>• Hard-copy available at selected locations</li> <li>• Attending public meetings, workshops, presentations</li> </ul>	<ul style="list-style-type: none"> <li>• Opportunity for interested parties to comment on statewide programing document</li> <li>• Enables informed decision making</li> </ul>
FSITP Amendments. Amendments are changes in scope, cost, and schedule that require public review.	Processed as needed for major changes	<ul style="list-style-type: none"> <li>• MPO and/or RTPA websites</li> <li>• Caltrans' Federal Programing Website</li> </ul>	<ul style="list-style-type: none"> <li>• Web postings</li> <li>• Review and comment</li> </ul>	<ul style="list-style-type: none"> <li>• Opportunity for interested parties to comment on changes in scope, cost, and schedule</li> <li>• Enables informed decision making</li> </ul>

### Statewide Long-Range Planning

SB 391 amended Section 65073 of the Government Code to ensure that Caltrans will consult with, coordinate its activities with, and make a draft of, the CTP, and each update, available to the California Transportation Commission, the Strategic Growth Council, the State Air Resources Board, the State Energy Resources Conservation and Development Commission, the air quality management districts, public transit operators, and the regional transportation planning agencies for review and comment. Caltrans will also provide an opportunity for input by the general public.

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

Developed in collaboration with Caltrans 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 RTPs and SCSs developed by MPOs, and the transportation and land use visions developed by rural 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 2050, was approved February 2020. The next update is tentatively scheduled for December 2024 and will follow-through with a 2055 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.

### **Regional Long-Range Planning**

The 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. Each MPO provides a public review period before finalizing its respective FTIPs. The MPO board approves the final FTIP and submits it to Caltrans for inclusion in the FSTIP.

Public review of the FSTIP provides an opportunity to view upcoming transportation projects from a statewide perspective. 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. 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.

## **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 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

## **OUTREACH AND REVIEW TIMELINE**

The outreach and review process for the CTP and FSTIP is a critical component of ensuring that these plans accurately reflect the needs and priorities of California's diverse communities. While the specific process for each iteration may vary depending on various factors, including the scope of the plans, and evolving regulatory requirements, the following outlines typical timeframes for public participation in the development and review of the CTP and FSTIP processes:

*Table 3. California Transportation Plan Process, Step by Step.*

<b>Step</b>	<b>One</b>	<b>Two</b>	<b>Three</b>	<b>Four</b>	<b>Five</b>
<b>Action</b>	Implementation and integration of previous plan	Plan research and contract needs	Develop and award contract	Draft plan and outreach	Outreach and finalize plan
<b>Timeline</b>	1 year setup, ongoing over 5-year lifespan	Finalize in year five	Typically, contracts run for 2 years	Draft and outreach last 1 ½ to 2 years	Finalization begins in June and ends in December
<b>Where to Find</b>	CTP Website <sup>12</sup>	CTP Website <sup>12</sup>	CTP Website <sup>12</sup>	CTP Website <sup>12</sup>	CTP Website <sup>12</sup>

<sup>12</sup> <https://dot.ca.gov/programs/transportation-planning/division-of-transportation-planning/state-planning-equity-and-engagement/california-transportation-plan>

Table 4. FSTIP Update Process (Timeframe may vary), Step by Step.

Step	One	Two	Three	Four	Five
<b>Action</b>	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
<b>Timeline</b>	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
<b>Where to Find</b>	FSTIP Website <sup>13</sup>	FSITP Website <sup>13</sup>	FSTIP Website <sup>13</sup>		FSTIP Website <sup>13</sup>

<sup>13</sup> <https://dot.ca.gov/programs/financial-programming/fstip-public-review>



Table 5. FSTIP Amendment Process for MPO Region (Timeframe may vary).

Step	One	Two	Three	Four	Five	Six	Seven	Eight
<b>Action</b>	MPO informs Caltrans of public comment period for draft FTIP amendment.	Caltrans posts notice of FSTIP amendment to 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.
<b>Timeline</b>	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
<b>Where to Find</b>	FSTIP Website <sup>14</sup>	FSTIP Website <sup>14</sup>	FSTIP Website <sup>14</sup>	FSTIP Website <sup>14</sup>	FSTIP Website <sup>14</sup>	FSTIP Website <sup>14</sup>		FSTIP Website <sup>14</sup>

<sup>14</sup> <https://dot.ca.gov/programs/financial-programming/fstip-public-review>

Table 6. FSTIP Amendment Process for Rural Counties.

Step	One	Two	Three	Four	Five
Action	Caltrans provides project lists to rural county RTPA. RTPA conducts public notice for air quality conformity as required.	Caltrans prepares FSTIP amendment. Caltrans will post a notice of FSTIP amendments to the FSTIP website. The draft FSTIP amendment and Caltrans recommendation will also be posted on the FSTIP website for public review.	Caltrans forwards FSTIP amendment and recommendation to FHWA and FTA for approval.	FHWA and FTA respond to FSTIP recommendation.	Caltrans posts FHWA/FTA approval letter to FSTIP website.
Timeline	Varies	Amendments will be prepared quarterly. Amendments will be posted for 14 days for public review.	Within 7 days of completion of public review	Within 30 days	Within 7 days
Where to Find		FSTIP Website <sup>15</sup>			FSTIP Website <sup>15</sup>

<sup>15</sup> <https://dot.ca.gov/programs/financial-programming/fstip-public-review>

## 4. Conclusion: Best Practices

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

To explain these complicated procedures, Caltrans 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.

### **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.

During Caltrans outreach activities, the public validated this presumption by expressing their preference for web communication over any other means. As a result, a comprehensive web portal will provide the focus for Caltrans 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)

## **USE DIVERSE OUTREACH TOOLS**

While a comprehensive and dynamic online presence will be the focal point of our public participation efforts, Caltrans acknowledges the necessity of utilizing a diverse set of outreach techniques to effectively engage with a wide-ranging audience.

In addition to these tools, on an as-needed basis, Caltrans 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.


Caltrans 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.

## **ENGAGE THE TRADITIONALLY UNDERSERVED**

Individuals from underserved, Tribal, and low-income communities, the elderly, individuals with disabilities, and individuals with Limited English Proficiency 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.

Caltrans plans 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 areas where there is a high percentage of people who speak a common language that is not English, interpretation and translation for that language is a requirement, additionally, engagement events can be led in the preferred language of the community.

In all cases, efforts should be made to bridge the cultural, economic, and language differences that affect participation, while also emphasizing the potential relevance of the CTP and FSTIP in addressing the ongoing inequities experienced by traditionally underserved communities.

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.

For example, a stakeholder for freight transportation expressed 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.

## 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. Caltrans is committed to soliciting, documenting, analyzing, and providing appropriate follow-up responses to every comment Caltrans 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.

Caltrans has 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 Caltrans value, consider, and incorporated their input. Likewise, during the FSITP 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.
- **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

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



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

## **MEASURING MEANINGFUL ENGAGEMENT**

Engaging the public in the CTP and FSTIP is crucial for developing transportation solutions that align with the needs and preferences of communities. To ensure meaningful engagement, it is imperative to implement post-surveys and thorough analysis. This section outlines best practices for conducting post-surveys and extracting valuable insights from them.

- **Accessibility and Inclusivity:** Ensure surveys are accessible to diverse audiences, promoting inclusivity and considering language and accessibility needs.
- **Analysis:** Organize and analyze data systematically, employing both quantitative and qualitative techniques.
- **Community Feedback Integration:** Share findings with the public and stakeholders, fostering transparency and open dialogue.
- **Iterative Process:** Use survey data to inform decision-making and adapt plans based on feedback.
- **Feedback Loop:** Continuously assess and improve engagement efforts, adapting strategies as needed.
- **Feedback Report:** Create comprehensive reports summarizing survey results and insights for dissemination.

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- **Transparency and Accountability:** Report on how survey data influenced planning and funding decisions, demonstrating transparency and accountability.
  - **Evaluation and Improvement:** Post-project evaluation informs future engagement strategies, ensuring ongoing responsiveness to community needs.


By following these best practices for post-surveys and analysis, the CTP and FSTIP can enhance public engagement, foster trust, and ultimately develop transportation plans that better reflect the priorities and aspirations of California's diverse communities.


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## Appendix A: 23 CFR §450.206

- a) Each state shall carry out a continuing, cooperative, and comprehensive statewide transportation planning process that provides for consideration and implementation of projects, strategies, and services that will address the following factors:
- 1) Support the economic vitality of the United States, the states, metropolitan areas, and nonmetropolitan areas, especially by enabling global competitiveness, productivity, and efficiency;
  - 2) Increase the safety of the transportation system for motorized and non-motorized users;
  - 3) Increase the security of the transportation system for motorized and non-motorized users;
  - 4) Increase accessibility and mobility of people and freight;
  - 5) Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns;
  - 6) Enhance the integration and connectivity of the transportation system, across and between modes throughout the state, for people and freight;
  - 7) Promote efficient system management and operation;
  - 8) Emphasize the preservation of the existing transportation system;
  - 9) Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
  - 10) Enhance travel and tourism.
- b) Consideration of the planning factors in paragraph (a) of this section shall be reflected, as appropriate, in the statewide transportation planning process. The degree of consideration and analysis of the factors should be based on the scale and complexity of many issues, including transportation systems development, land use, employment, economic development, human and natural environment (including Section 4(f) properties as defined in 23 CFR 774.17), and housing and community development.
- c) Performance-based approach.
- 1) The statewide transportation planning process shall provide for the establishment and use of a performance-based approach to transportation decisionmaking to support the national goals described in 23 U.S.C. 150(b) and the general purposes described in 49 U.S.C. 5301.

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- 2) Each state shall select and establish performance targets in coordination with the relevant MPOs to ensure consistency to the maximum extent practicable. The targets shall address the performance areas described in 23 U.S.C. 150©, and the measures established under 23 CFR part 490, where applicable, to use in tracking progress toward attainment of critical outcomes for the state. States shall establish performance targets that reflect the measures identified in 23 U.S.C. 150© not later than 1 year after the effective date of the Department of Transportation (DOT) final rule on performance measures. Each state shall select and establish targets under this paragraph in accordance with the appropriate target setting framework established at 23 CFR part 490.
  - 3) In areas not represented by an MPO, the selection of public transportation performance targets by a state shall be coordinated, to the maximum extent practicable, with providers of public transportation to ensure consistency with the performance targets that public transportation providers establish under 49 U.S.C. 5326(c) and 49 U.S.C. 5329(d).
  - 4) A state shall integrate into the statewide transportation planning process, directly or by reference, the goals, objectives, performance measures, and targets described in this section, in other state transportation plans and transportation processes, as well as any plans developed pursuant to chapter 53 of title 49 by providers of public transportation in areas not represented by an MPO required as part of a performance-based program. Examples of such plans and processes include the Highway Safety Improvement Program (HSIP), Strategic Highway Safety Plan (SHSP), the State Asset Management Plan for the National Highway System (NHS), the State Freight Plan (if the State has one), the Transit Asset Management Plan, and the Public Transportation Agency Safety Plan.
  - 5) A state shall consider the performance measures and targets established under this paragraph when developing policies, programs, and investment priorities reflected in the long-range statewide transportation plan and statewide transportation improvement program.
- d) The failure to consider any factor specified in paragraph (a) or (c) of this section shall not be subject to review by any court under title 23 U.S.C., 49 U.S.C. Chapter 53, subchapter II of title 5 U.S.C. Chapter 5, or title 5 U.S.C. Chapter 7 in any matter affecting a long-range statewide transportation plan, STIP, project or strategy, or the statewide transportation planning process findings.
  - e) Funds provided under 23 U.S.C. 505 and 49 U.S.C. 5305(e) are available to the state to accomplish activities described in this subsection. At the state's option, funds provided under 23 U.S.C. 104(b)(2) and 49 U.S.C. 5307, 5310, and 5311 may also be used for statewide transportation planning. A state shall document statewide transportation planning activities performed with funds provided under




title 23 U.S.C. and title 49 U.S.C. Chapter 53 in a statewide planning work program in accordance with the provisions of 23 CFR part 420. The work program should include a discussion of the transportation planning priorities facing the state.

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## Appendix B: 23 CFR §450.210

- f) In carrying out the statewide transportation planning process, including development of the long-range statewide transportation plan and the Statewide Transportation Improvement Program (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,

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- 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.
- g) 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.
- h) 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.

- i) 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. 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) 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; Participating in national, multistate, and state policy and planning development processes to ensure the regional and local input of nonmetropolitan areas;

## Appendix C: List of Acronyms

Active Transportation and Livable Communities (ATLC)  
Americans with Disabilities Act (ADA)  
Association of Monterey Bay Area Governments (AMBAG)  
Butte County Association of Governments (BCAG)  
California Bicycle Advisory Committee (CBAC)  
California Department of Transportation (Caltrans)  
California Environmental Quality Act (CEQA)  
California Transportation Plan (CTP)  
Code of Federal Regulations (CFR)  
Community-based organizations (CBO)  
Context Sensitive Solutions (CSS)  
District Native American Coordinator (DNAC)  
District Native American Liaison (DNAL)  
Department of Transportation (DOT)  
Environmental Protection Agency (EPA)  
Federal Highway Administration (FHWA)  
Federal Statewide Transportation Improvement Program (FSTIP)  
Federal Transit Administration (FTA)  
Federal Transportation Improvement Program (FTIP)  
Fresno Council of Governments (FCOG)  
Greenhouse Gas (GHG)  
Highway Safety Improvement Program (HSIP)  
Kern Council of Governments (KCOG)  
Kings County Association of Governments (KCAG)  
Language Access Plan (LAP)



Limited English Proficiency (LEP)  
Madera County Transportation Commission (MCTC)  
Merced County Association of Governments (MCAG)  
Metropolitan Planning Organization (MPO)  
Metropolitan Transportation Commission (MTC)  
Metropolitan Transportation Plan (MTP)  
National Environmental Policy Act (NEPA)  
National Highway System (NHS)  
Native American Advisory Committee (NAAC)  
Office of Civil Rights (OCR)  
Public Participation Plan (PPP)  
Regional Transportation Plan (RTP)  
Regional Transportation Planning Organization (RTPO)  
Regional Transportation Planning Agency (RTPA)  
Sacramento Area Council of Governments (SACOG)  
San Joaquin Council of Governments (SJCOG)  
San Luis Obispo Council of Governments (SLOCOG)  
Santa Barbara County Association of Governments (SBCAG)  
Senate Bill (SB)  
Shasta Regional Transportation Agency (SRTA)  
Southern California Association of Governments (SCAG)  
Stanislaus Council of Governments (StanCOG)  
Strategic Highway Safety Plan (SHSP)  
Statewide Transportation Improvement Program (STIP)  
Sustainable Communities Strategies (SCS)  
Tahoe Metropolitan Planning Organization (TMPO)  
Tulare County Association of Governments (TCAG)



United States Code (U.S.C.)

US Department of Transportation (USDOT)

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