MCTC

Madera County Transportation Commission

2023 Public Participation Plan

Contents

Chapter 1: Introduction 2

Chapter 2: Federal and State Public Participation Requirements 7

Chapter 4: Project or Plan Specific Public Participation Requirements 19

Chapter 5: Public Participation Plan Evaluation and Updates 30

Chapter 6: Public Participation Strategies 32

Chapter 7: Partners 38

Chapter 8: Equity and Inclusion 40

Chapter 9: Additional MCTC Public Participation Policies 41

Chapter 1: Introduction

About Madera County Transportation Commission

The Madera County Transportation Commission (MCTC) is the Regional Transportation Planning Agency (RTPA), Metropolitan Planning Organization (MPO) and Local Transportation Commission for Madera County. Responsibilities of MCTC include the development and adoption of the Regional Transportation Plan (RTP) and other environmental review documents related to transportation and required by state and federal law. These documents provide a framework for project development and deployment within the region. The RTP, in particular, is the regional long-range plan for federally-funded transportation projects and serves as a comprehensive, coordinated transportation plan for all governmental jurisdictions within Madera County.

The MPO's role in the transportation planning process is to foster intergovernmental coordination, undertake comprehensive regional planning with an emphasis on transportation issues, provide an equitable and inclusive forum for citizen input into the planning process, and to provide technical services to its member agencies.

To accomplish the objectives and responsibilities of a comprehensive transportation program, MCTC has established working relationships with a number of state, regional, and local agencies through Memorandums of Understanding (MOU). MOUs provide a framework for the planning process, which ultimately result in the delivery of safe, efficient, and environmentally sensitive transportation projects.

MCTC is committed to a transparent decision-making process that is informed by meaningful public consultation and community engagement. MCTC remains committed to a process to give the public ample opportunities for early and continuing participation in important projects, plans and decisions, and to provide full public access to key decisions. This Public Participation Plan defines an approach for public engagement and participation, along with the processes for communicating with the public about MCTC's programs, plans, projects, and decisions. MCTC's communities with interest in its activities include:

MCTC defines equity as "inclusion in Madera County where everyone can participate, prosper, and reach their full potential."

General Public – all residents of the region, with due consideration of constraints on time, travel, and noticing, and with special consideration for the needs of systemically excluded groups, including people of color, communities with low incomes, persons with disabilities, youth, communities with limited English proficiency, and elderly individuals.

Community Organizations – especially those that serve Equity Priority Communities and other groups such as environmental advocates, special interest nonprofit organizations, neighborhood groups, homeowner associations, and others.

Government Agencies – public agencies like local transit operators, City of Chowchilla, City of Madera, and County of Madera, regional agencies like the Air District, public health agencies, water districts, and agencies at the state and federal levels.

Business Community – private-sector entities whose work intersects with transportation and land use planning, including business associations, private transportation providers, freight shippers,

consulting firms, technology developers, and non-profit business interest groups.

Elected Officials – elected representatives at all levels, including city councils and mayoral offices, county supervisors, and state and federal legislators.

Tribal Governments and Communities – federally recognized Tribal governments within the county including the North Fork Rancheria of Mono Indians of California and the Picayune Rancheria of Chukchansi Indians of California.

Purpose of the Public Participation Plan

This Public Participation Plan (PPP) was developed to serve as a guide for meeting the Metropolitan Planning Organization requirements for early coordination, public involvement, and project development. The PPP provides direction for public participation activities conducted by MCTC and contains the requirements, procedures, strategies, and techniques that should be used to communicate with the public and appropriate, affected agencies. This plan defines a process that outlines the roles, responsibilities, and key decision points for consulting with affected public agencies, the transportation sector, transportation providers, and other interested parties. This includes establishing reasonable opportunities for all to be involved in the metropolitan transportation planning process.

MCTC's Commitment to Public Participation

Commitment 1: Early Engagement

MCTC will structure major planning initiatives and funding decisions in a manner that allows the public ample opportunity to help shape those outcomes. For major planning initiatives, this will be not less than 30 days, or greater, or as required in Chapter 4 and Chapter 9, to review materials, and wherever possible not less than 14 days before any planned meetings or workshops.

MCTC will provide timely information to raise awareness of upcoming projects, key milestones, and opportunities to influence the policy development and decision-making processes. This includes major initiatives such as the Regional Transportation Plan (RTP), Sustainable Communities Strategy (SCS), and the Federal Transportation Improvement Program (FTIP). In each case MCTC will strive to:

- Provide timely notice and reasonable access to information about MCTC's issues and processes.
- Ensure early coordination with appropriate agencies and the public aids to determine the type of environmental review documents and action required, the scope of the document, the level of analysis, and related environmental requirements, from the inception of a proposal for action to preparation of the environmental review documents.

Commitment 2: Access to All

MCTC will work to provide all residents with opportunities for meaningful participation, regardless of ability, age, or income. This strategy aims to increase activities that reach communities who have been historically left out of policy decisions that affect them. Further, MCTC recognizes that individuals should not need to be a transportation professional to understand MCTC's work. As such MCTC will:

- Employ visualization techniques whenever possible to describe the RTP, FTIP, and other plans, initiatives, and programs.
- Make public information including technical information and meeting notices available in electronically accessible formats via the agency's website and social media.
- Hold public meetings at convenient and accessible locations and times.
- Seek out and consider the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services.

- Ensure that no individual shall, on the basis or grounds of disability, race, age, or sex, be excluded from participation in or be denied the benefits of services, programs, or activities, or be subjected to discrimination by MCTC.
- Commit to early engagement of Indian Tribal government(s) when the Marine Protected Area (MPA) includes Indian Tribal lands during the development of the metropolitan transportation plan and the FTIP.
- Collaborate with Federal land management agencies when the MPA includes Federal public lands as part of the development of the metropolitan transportation plan and the FTIP.

Commitment 3: Commitment to a Collaborative Process

MCTC aims to conduct engagement activities that design and create solutions in partnership and collaboration with communities and agencies affected by policies and decisions. We want to encourage honest, open, and productive dialogue with MCTC stakeholders to provide meaningful opportunities to shape the Madera County region and influence key decisions. MCTC is committed to responding to all correspondence received and summarizing comments heard from participants on impending actions, so decision-makers and the public have a clear understanding of the depth and breadth of opinions on a given issue. MCTC will also strive to inform participants about how their input and feedback helped shape or contribute to key decisions and actions. When outcomes do not correspond to the views expressed, every effort is made to explain why. To that end MCTC will:

- Document comments received and demonstrate explicit consideration and response to public input received during the development of the RTP and the FTIP.
- Ensure that all formal public comments are provided to the MCTC Policy Board or appropriate committee for consideration prior to decision making.

Commitment 4: Transparent Process

Should a document previously released for public comment differ or change altering measurable impact(s) or cost(s), MCTC will ensure that the public has ample time to provide additional review and comments for all reports, studies, and policies subject to Board approval:

- Provide additional opportunities for public comment if the final RTP or FTIP differs significantly from the version that was made available for public comment by the MCTC and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts.
- Coordinate with the statewide transportation planning public involvement and consultation processes. This includes Caltrans and others who support or plan transportation programs or investments in the region.
- Minimize the use of acronyms and transportation jargon in documents for public review and comment.

Commitment 5: Review

This PPP is a living document that may be amended or updated based on the needs of the agency or outside influences at the state or federal level. MCTC will continue to refine its policies and adapt them to better serve the region's needs. MCTC will:

- Periodically review the effectiveness of the procedures and strategies contained in this PPP to ensure a full and open participation process.

Chapter 2: Federal and State Public Participation Requirements

Developing an effective public involvement/participation plan involves the identification of techniques designed to meet the needs of a given situation

relating to the development of a transportation plan, program, project, or the need for public input regarding the operation and management of a transportation facility. Current federal statutes and regulations provide general guidelines for public involvement processes and procedures. There is great flexibility available to transportation agencies in developing specific public involvement/participation plans. However, while the set of techniques for any given situation may differ depending upon such factors as demographics and identified potential impacts, the general approach to developing a public involvement/participation plan contains elements that are relevant and responsive to all communities. This information is provided to help practitioners identify legal requirements related to engaging the public that were created to protect and promote good practices. Phrases are provided from statute, regulation, and executive orders relating to different aspects of engaging the public. To understand the broader context of those requirements, MCTC encourages you to refer to the complete statute, regulation, or executive order.

Infrastructure Investment and Jobs Act (IIJA)

The Infrastructure Investment and Jobs Act (IIJA), aka Bipartisan Infrastructure Law (BIL), was signed into law by President Biden on November 15, 2021. The law authorizes $1.2 trillion for transportation and infrastructure spending with $550 billion of that figure going toward "new" investments and programs. Funding from the IIJA is expansive in its reach, addressing energy and power infrastructure, access to broadband internet, water infrastructure, and more. Some of the new programs funded by the bill could provide the resources needed to address a variety of infrastructure needs at the local level.

Fixing America's Surface Transportation (FAST) Act

On December 4, 2015, President Obama signed the Fixing America's Surface Transportation (FAST) Act (Pub. L. No. 114-94) into law—the first federal law in over a decade to provide long-term funding certainty for surface transportation infrastructure planning and investment. The FAST Act authorized $305 billion over fiscal years 2016 through 2020 for highways,

highway and motor vehicle safety, public transportation, motor carrier safety, hazardous materials safety, rail, research, technology, and statistics programs. The FAST Act maintained focus on safety, kept intact the established structure of the various highway-related programs MCTC manages, continued efforts to streamline project delivery and, for the first time, provided a dedicated source of federal dollars for freight projects. With the enactment of the FAST Act, states and local governments moved forward with critical transportation projects with the confidence that they would have a federal partner over the long term.

Title VI of the Civil Rights Act of 1964

Title VI of the Civil Rights Act of 1964 requires that transportation planning and programming be non-discriminatory on the basis of race, color, national origin or disability. The federal statute was further clarified and supplemented by the Civil Rights Restoration Act of 1987 and a series of federal statutes enacted in the 1990s relating to the concept of environmental justice. The fundamental principles of environmental justice include:

- Avoiding, minimizing, or mitigating disproportionately high and adverse health or environmental effects on minority and low-income populations;
- Ensuring full and fair participation by all potentially affected communities in the transportation decision-making process; and
- Preventing the denial, reduction, or significant delay in the receipt of benefits by minority populations and low-income communities.

Executive Orders

An Executive Order is an order given by the President to federal agencies. As a recipient of federal funds, MCTC assists federal transportation agencies in complying with these orders.

Executive Order 12372: Intergovernmental Review of Federal Programs

Executive Order 12372 calls for intergovernmental review of projects to ensure that federally funded or assisted projects do not inadvertently interfere with state and local plans and priorities. The Executive Order does not replace public participation, comment, or review requirements of other federal laws, such as the National Environmental Policy Act (NEPA) but gives the states an additional mechanism to ensure federal agency responsiveness to state and local concerns.

Executive Order 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations

In February 1994, President William Clinton signed Executive Order 12898, Federal Actions to Address Environmental Justice for Minority Populations and Low-Income Populations, which mandates that federal agencies make achieving environmental justice part of their missions. This order requires that disproportionately high and adverse human health or environmental effects on minority and low-income populations be identified and addressed in order to achieve environmental justice. Minority populations are defined in the order as Black/African-American, Hispanic, Asian/Pacific Islander, American Indian and Alaskan Native. Low-income populations are defined in the order as persons whose household income (or in the case of a community or group, whose median household income) is at or below the U.S. Department of Health and Human Services poverty guidelines, with those at 0 percent of median income classified as low income and those at 50 percent of median income classified as very-low income.

Language Spoken (ACS)	Age 5-17	18-64	Age 65+	Total
English Only	16,766	46,480	15,452	78,698
Spanish	13,511	41,157	4,976	59,644
Spanish & English Well	12,478	26,717	2,737	41,932
Spanish & English Not Well	811	6,573	730	8,114
Spanish & No English	222	7,867	1,509	9,598
Indo-European	330	1,464	626	2,420
Indo-European & English Well	330	1,183	389	1,902
Indo-European & English Not Well	0	134	143	277
Indo-European & No English	0	147	94	241
Asian-Pacific Island	191	961	287	1,439
Asian-Pacific Isl & English Well	191	795	211	1,197
Asian-Pacific Isl & English Not Well	0	157	0	157
Asian-Pacific Isl & No English	0	9	76	85
Other Language	444	1,087	90	1,621
Other Language & English Well	438	828	65	1,331
Other Language & English Not Well	6	83	25	114
Other Language & No English	0	176	0	176

Executive Order 13166: Improving Access to Services for Persons with Limited English Proficiency

Executive Order 13166 states that people who speak limited English should have meaningful access to federally conducted and federally funded programs and activities. It requires that all federal agencies identify any need for services to those with limited English proficiency and develop and implement a system to provide those services so all persons can have meaningful access to services.

The Brown Act (State of California Government Code sections 54950-54962)

The Ralph M. Brown Act governs the meeting and actions of governing boards of local public agencies and their created bodies. Requirements of the Brown Act also apply to any committee or other subsidiary body of a local agency, whether permanent or temporary, decision-making, or advisory, which is created by such a governing board. The Brown Act sets minimum standards for open meetings relative to access to the public, location of meetings, notice posting, agenda distribution, and public input. The public agency may adopt reasonable regulations ensuring the public's right to address the agency, including regulations to limit the total amount of time allocated for public

testimony. The MCTC Board and its standing committees all adhere to these requirements involving proper noticing, access, and the ability to address the Board and committees.

The Brown Act requires the MCTC Board to conduct its business in meetings open to the public and allows boards to meet in private to discuss such issues as personnel, litigation, and labor negotiations. Time constraints for unscheduled comments may be limited to three minutes; however, MCTC encourages citizens to provide written copies of their presentation to the Board if the statement is longer than the allotted time. If citizens are unable to attend a meeting in person, relevant written comments submitted to staff will be presented to the respective governing body.

Americans With Disabilities Act

The Americans with Disabilities Act of 1990 (ADA) requires involving the community, particularly those with disabilities, in the development and improvement of public services and capital facilities. Meetings and hearings must be held in ADA compliant buildings. Special accommodations must be made to assist those with disabilities to participate in meetings, planning, and programming activities.

MCTC is in compliance with the ADA by providing accessible and usable formats, notifications, and locations for workshops, meetings, and public hearings; consulting with individuals from the disabled community; conducting outreach by maintaining an extensive mailing and email lists, and developing contacts, and other means of notification and accommodation to participate in the planning process.

Code of Federal Regulations

The Code of Federal Regulations (CFR) is the annual codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government. The CFR is divided into 50 titles representing broad areas subject to Federal regulation. Each Title is

divided into chapters that are assigned to agencies issuing regulations pertaining to that broad subject area. The purpose of the CFR is to present the official and complete text of agency regulations in one organized publication and to provide a comprehensive and convenient reference for all those who may need to know the text of general and permanent Federal regulations. The Metropolitan Planning Organization (MPO) public participation requirements outlined in the CFR (23 CFR 450.316) are carefully considered and addressed throughout this entire PPP.

2008 California Legislation

Under state law (SB 375, Steinberg, Chapter 728, 2008 Statutes), MCTC must develop a Sustainable Communities Strategy (SCS) to integrate planning for growth and housing with long-range transportation investments, including goals for reducing greenhouse gas emissions for cars and light trucks.

As required by the legislation, MCTC shall develop an SCS and alternative planning strategy (APS), if needed, as an additional element of the regional transportation plan. The legislation includes specific public participation requirements for the development of the SCS and APS, if needed, which have been addressed in the PPP. A summary of these requirements are listed below:

- Expanded stakeholder groups and consultation with agencies;
- Inclusion of multiple workshops and public hearings to inform the public regarding the development of the RTP and SCS/APS; and
- Broaden visual presentation of the RTP and SCS/APS.

Other Requirements

Several other federal and state laws call on MCTC to involve and notify the public in its decisions. MCTC complies with all other public notification requirements of the California Public Records Act, the California Environmental Quality Act, as well as other applicable state and federal laws.

Chapter 3: Opportunities for Public Engagement

MCTC Boards, Committees, and Commissions

The Madera County Transportation Commission is organized into a Board of Directors supported by the Transportation Policy Committee and the Technical Advisory Committee. MCTC staff includes an Executive Director, Deputy Director/Fiscal Supervisor, Regional Planners, Administrative Analyst, and Accounting Technician. There is currently one standing committee -- the Social Services Transportation Advisory Council (SSTAC), which reports through the Technical Advisory Committee. The relationship between the Board, its staff, and the committees is illustrated below.

Board of Directors

Policy decisions are made by the Madera County Transportation Commission Policy Board. The Commission Board of Directors is comprised of three (3) members from the Madera County Board of Supervisors, two (2) members from the Madera City Council, and one (1) member from the Chowchilla City Council.

The Transportation Policy Committee (TPC) has the same membership as the Board with the addition of one (1) person representing the Caltrans District 06 Director. This committee reviews transportation plans and programs prior to action by MCTC, with particular emphasis on compliance with applicable state and federal planning and programming requirements. Both Board meetings are open to the public with time allocated at the beginning of each meeting for public comments not on the agenda.

Technical Advisory Committee (TAC)

The Technical Advisory Committee (TAC) includes the County of Madera, City of Madera, City of Chowchilla, Tribal Governments, and one representative from Caltrans District 6. The North Fork Rancheria of Mono Indians of California and the Picayune Rancheria of Chukchansi Indians of California, and other

tribal governments are also invited to participate in the monthly TAC meetings. The TAC reviews staff work conducted pursuant to the Overall Work Program; advises MCTC and TPC on transportation issues; and makes recommendations on planning and programming actions to be taken by MCTC. TAC review is generally focused upon the technical merits of various transportation issues coming before MCTC. Staff consults with tribal governments as it relates to transportation planning issues and initiates consultation with the tribal governments at the government-to-government level.

Social Services Transportation Advisory Council (SSTAC)

In accordance with state law, the Madera County Transportation Commission has established an advisory group known as the Social Service Transportation Advisory Council (SSTAC) to aid in its review of transit issues with emphasis on the annual identification of transit needs within Madera County. The SSTAC serves as an advisory committee to MCTC on matters related to public transportation needs of Madera County residents. The SSTAC meets quarterly each year.

A meeting is held in April prior to the "unmet transit needs" public hearing. This meeting is used to familiarize the members with their role as advisors to MCTC and to select Council officers. An additional meeting is scheduled following the "unmet transit needs" hearing to provide the Council with an opportunity to consider commentary presented at the hearing. The Council works with staff to develop recommendations for MCTC towards finding that public transportation needs that are reasonable to meet are being met. This includes the needs of transit dependent and transit disadvantaged persons, including the elderly, disabled, and persons of limited means. All SSTAC meetings are open to the public. Citizens can request to be placed on the mailing list to receive committee agendas.

Measure T Citizens' Oversight Committee

The Measure T Citizens' Oversight Committee was developed to serve as an independent body to inform the public, and to ensure that the Measure T

funding program revenues and expenditures are spent as promised by Measure T. MCTC staffs the Committee and provides technical and administrative assistance to support and publicize the Committee's activities.

Valleywide Committees

MCTC staff is also actively involved on Valleywide committees consisting of staff members from all eight San Joaquin Valley Metropolitan Planning Organizations (MPOs). These groups meet regularly on issues of mutual interest. In addition to the committees or groups listed below, the San Joaquin Valley MPOs are also active in the state's high-speed rail efforts, promotion of State Route 99, goods movement through the Valley, RTP/SCS development, and other areas of mutual concern. Together they have developed and contribute to a San Joaquin Valley Regional Policy Council website.

Model Coordinating Committee

The Model Coordinating Committee (MCC) has been established to provide a coordinated approach to valley air quality, conformity, and transportation modeling issues. The committee's goal is to ensure Valleywide coordination, communication, and compliance with Federal and State Clean Air Act requirements. Each of the eight Valley Metropolitan Planning Organizations (MPOs) and the San Joaquin Valley Air Pollution Control District (SJVAPCD) are represented. In addition, the Federal Highway Administration, the Environmental Protection Agency, the California Air Resources Board, and Caltrans are all represented on the committee.

Programming Coordination Group

The Valley Programming Coordination Group has been established to provide a coordinated approach to Valley air quality and transportation programming issues. The committee's goal is to ensure Valley wide coordination, communication, and compliance with federal and state Clean Air Act requirements. Each of the eight Valley Transportation Planning Agencies (TPAs) and the San Joaquin Valley Air Pollution Control District (SJVAPCD) are represented. In addition, the Federal Highway Administration, the

Environmental Protection Agency, the California Air Resources Board, and Caltrans are all represented on the committee.

San Joaquin Valley Regional Planning Agencies – Regional Policy Council

The creation of the San Joaquin Valley Regional Policy Council is a key partnership that exemplifies the Regional Transportation Planning Agencies' approach to working on regional issues. This eighteen-member Regional Policy Council was established to discuss and build regional consensus on issues of Valley importance. The Council consists of two elected officials and one alternate appointed from each of the regional planning agencies' policy boards. The SJVAPCD and San Joaquin Regional Rail Commission (SJRRC) are also represented on the Council. The Council is positioned to have a unique and potentially pivotal position in further Valley collaborative efforts and improving the quality of life for all Valley residents. The Policy Council provides guidance on common interregional policy issues and represents the San Joaquin Valley at public forums such as the California Transportation Commission, the Governor and his administration, as well as State and Federal legislative bodies that require a common voice from the San Joaquin Valley.

San Joaquin Valley Regional Planning Agencies – Directors' Committee

The Valley MPO Executive Directors, San Joaquin Valley Air Pollution Control District, and San Joaquin Regional Rail Commission meet regularly to discuss issues of mutual importance to all the Valley Metropolitan Planning Organizations. Meeting agendas, minutes, and information about the SJV Directors meetings are available online at the San Joaquin Valley Regional Policy Council website.

Chapter 4: Project or Plan Specific Public Participation Requirements

There are two key transportation initiatives that are specially called out in federal law as needing early and continuing opportunities for public participation — development of the Regional Transportation Plan (RTP) and the Federal Transportation Improvement Program (FTIP).

These two documents are linked. The long-range Regional Transportation Plan (RTP) and Sustainable Communities Strategy (SCS) prioritizes and guides all Madera County transportation development over a period of 25 years. The FTIP is the short-term programming document that identifies funding sources for those programs and projects that are included in the RTP/SCS.

Regional Transportation Plan (RTP)

The RTP is the comprehensive blueprint for transportation investment (transit, highway, local roads, bicycle, and pedestrian projects), and establishes the financial foundation for how the region invests in its surface transportation system by identifying how much money is available to address critical transportation needs and setting the policy on how projected revenues are to be spent. The RTP is generally updated every four years with a limited number of amendments as needed. Because of its comprehensive, long-term vision, the RTP provides the earliest and the best opportunity for interested residents and public agencies to influence MCTC's policy and investment priorities for Madera County transportation. It is at this early RTP development stage where investment priorities and major planning-level project design concepts are established, and broad, regional impacts of transportation on the environment are addressed. Under California Senate Bill 375 (Steinberg, Chapter 728, 2008 Statutes), the RTP must include an SCS to integrate planning for growth and housing with long-range transportation investments, including goals for reducing greenhouse gas emissions for cars and light trucks.

Opportunities for public participation for the RTP are different for RTP updates versus RTP amendments. RTP Updates include significant revisions to the RTP document, while RTP amendments are generally specific to project scopes, schedules, or costs.

RTP Update

This is a complete update of the most current long-range RTP which is prepared pursuant to state and federal requirements. The RTP update reflects reaffirmed or new planning priorities and changing projections of growth and travel demand based on a reasonable forecast of future revenues available to the region. As necessary, MCTC prepares two companion documents for RTP updates: a program-level Environmental Impact Report per California Environmental Quality Act (CEQA) guidelines, and transportation air quality conformity analyses (to ensure clean air mandates are met) per federal Clean Air Act requirements. Certain revisions to the RTP may warrant a revision or update to these technical documents.

RTP Amendment

An amendment is a major revision to a long-range RTP, including adding or deleting a project, major changes in project costs, and/or design concept and scope (e.g., changing project locations, open to traffic dates, or the number of through traffic lanes). An amendment requires public review and comment, demonstration that the project can be completed based on expected funding, and/or a finding that the change is consistent with federal transportation conformity mandates. Amendments that require an update to the air quality conformity analysis will be subject to conformity and interagency consultation (IAC) procedures. Changes to projects that are included in the financially unconstrained portion of the RTP (as information only) do not require an amendment.

RTP Administrative Modification

This is a revision to the RTP for minor changes to project/project phase cost or funding sources. An administrative modification does *not* require public review and comment, demonstration that the project can be completed based on expected funding, nor a finding that the change is consistent with federal transportation conformity requirements. As such, the public participation process for RTP amendments follows the requirements as outlined for the FTIP, as applicable.

Federal Transportation Improvement Program (FTIP)

The MCTC Policy Board delegated authority to the Executive Director to approve Type 1, Type 2, and Type 3 amendments to the FTIP on September 18, 2019, Resolution No. 19-09.

FTIP Technical Corrections

Technical corrections may be made by MCTC staff as necessary. Technical corrections are not subject to an administrative modification or an amendment and may include revisions such as:

- Changes to information and projects that are included for illustrative purposes.
- Changes to information outside of the FTIP period.
- Changes to information not required to be included in the FTIP per federal regulations.
- Changes to correct simple errors or omissions including data entry errors.

These technical corrections cannot significantly impact the cost, scope, or schedule within the FTIP period, nor will they be subject to a public review and comment process, re-demonstration of fiscal constraint, or a conformity determination.

Expedited Selection Process (EPSP)

EPSP allows eligible projects to be moved between FTIP fiscal years within the four-year FTIP as long as the project cost and scope do not change. MCTC staff is federally authorized to utilize EPSP without additional State or federal approval action.

Amendment Type 1 - Administrative Modifications

Administrative modifications are defined in the current agreement between Caltrans and FHWA/FTA (original agreement November 17, 2008, revised on June 3, 2011, and December 18, 2019) on Administrative Modifications, and include such changes as minor changes in project cost, scope, schedule, or funding sources. They require action and approval by MCTC (delegated to the Executive Director). As delegated by Caltrans, MCTC has agreed to the following procedures:

1. Prior to the MPO (MCTC) approval of FTIP/FSTIP administrative modifications, MCTC may consult with Caltrans on proposed changes.
2. Caltrans may provide cursory review of the administrative modification prior to the MPO's approval.
3. MCTC shall send copies of the approved administrative modifications to Caltrans, FHWA, FTA, and other stakeholders. Caltrans will post the approved administrative modification on the Division of Transportation Programming Website.
4. Caltrans will regularly review the MPO's (MCTC's) approved administrative modifications and will reject changes that do not comply with the attached procedures. In such cases the MPO (MCTC) must correct all noncompliance.
5. Caltrans will withdraw its delegation from the MPO (MCTC) if it is found to be consistently noncompliant with the modification.

The approved amendment is forwarded to Caltrans and FHWA in electronic format. Federal agencies are notified but do not take approval action. Public notification of the administrative modification is posted on MCTC's website at the time of the action and subsequently posted on the Caltrans website after MCTC approval.

Amendment Type 2 – Amendment: Funding Changes

Type 2 amendments include project cost changes that are greater than what is allowed in an Administrative Modification. Public notice of the amendment is posted at least 7 days prior to action on the MCTC website. The amendment is distributed to local agencies through the IAC process and the TAC. These amendments require approval by MCTC (delegated to the Executive Director), Caltrans, and FHWA. The approved MCTC amendment is forwarded to Caltrans and FHWA for approval, in electronic format.

Amendment Type 3 – Amendment: Exempt Projects

Type 3 amendments include adding or deleting projects that are exempt from regional air quality emissions analysis, such as transit buses, etc. These amendments typically include transit or safety projects. Public notice of the amendment is posted at least 7 days prior to action on the MCTC website. The amendment is distributed to Federal, State, and local agencies through the IAC process and TAC. These amendments require approval by MCTC (delegated to the Executive Director), Caltrans, and FHWA. The approved MCTC amendment is forwarded to Caltrans and FHWA for approval, in electronic format.

Amendment Type 4 – Formal Amendment: Conformity Determination that Relies on a Previous Regional Emissions Analysis

Type 4 amendments include adding or deleting projects that have already been appropriately modeled for air quality purposes as part of the RTP. Federal approving agencies can use a previous analysis of the project's impact on air quality for approval purposes. These amendments may be accompanied by an RTP amendment to maintain consistency. The legally noticed public comment period is 30 days. The legal notice of the public hearing is posted in a newspaper of general circulation and on the MCTC website. These notices may be combined if they are compliant with state and federal noticing provisions. The amendment is distributed to Federal, State, and local agencies through the IAC process and the TAC. These amendments require approval by MCTC,

Caltrans and FHWA. The approving MCTC resolution and amendment are forwarded to Caltrans and FHWA for approval, in electronic format.

Amendment Type 5 – Formal Amendment: Conformity Determination and New Regional Emissions Analysis

Type 5 amendments are the highest-level amendment and involve adding or deleting new projects that result in new modeling for air quality impacts or significantly changing the design concept, scope, or schedule of an existing project. These are accompanied by a new Air Quality Conformity document that demonstrates conformity with applicable air quality requirements. If applicable, these amendments may be accompanied by an RTP amendment to maintain consistency. The legally noticed public comment period is 30 days. The legal notice of the public hearing is posted in a newspaper of general circulation and on the MCTC website. These notices may be combined if they are compliant with state and federal noticing provisions. The amendment is distributed to local agencies through the IAC process and the TAC. These amendments require approval by MCTC, Caltrans, and FHWA and are distributed to the California Air Resources Board (ARB) and the SJVAPCD. The approving MCTC resolution and amendment are forwarded to Caltrans and FHWA for approval, in electronic format.

"Local agencies" include the Cities of Chowchilla and Madera, County of Madera, North Fork Rancheria of Mono Indians of California, and Picayune Rancheria of Chukchansi Indians of California. FTIP updates follow the same process as Type 5 amendments. Copies of all amendments and updates are posted on the MCTC website and electronic copies are provided to other agencies, organizations, or individuals.

Federal Transit Administration Program of Projects Public Participation Requirements

Both planning and FTA regulations require public participation. The MCTC's public participation process has been developed to satisfy MCTC member agencies' FTA grantee's public participation process for the Program of

Projects (POP) during the development of the FTIP. FTA grants include Section 5307 and Section 5311 (POP public participation requirements do not apply to funds flexed into a Section 5307 grant). The planning regulations require that the metropolitan transportation planning process include a proactive participation plan that provides complete information, timely public notice, and reasonable public access to key decisions, and supports early and continuing involvement of the public in developing plans and FTIPs. FTA projects must be programmed in the FTIP to be eligible for funding.

FTA grantees also have specific requirements for public participation related to POP. FTA allows grantees to rely on the locally adopted public participation requirements for the FTIP in lieu of the process required in the development of the POP if the grantee has coordinated with the MPO and ensures that the public is aware that the FTIP development process is being used to satisfy the POP public participation requirements.

The MCTC Public Participation Plan process will ensure that the proposed POP provides for the coordination of FTA-funded public transportation projects with transportation projects assisted with other federal sources. Coordination may include information sharing, consolidation of services, and participation in the public transportation human services planning process.

The following actions will be undertaken, at a minimum:

- MCTC will make available to the public information concerning the amount of funds available with FTA-funded (i.e., Section 5307) projects and the POP that the recipient proposes to undertake with such funds.
- MCTC will publish the proposed POP in sufficient detail and in such a manner to afford affected citizens, private transportation providers, and as appropriate, local elected officials, reasonable and adequate opportunity to examine the proposed program and to submit comments on it.
- MCTC will publish the public notice in conjunction with the development of the FTIP in the general circulation newspaper in the service area of the

grantee indicating where citizens can examine the proposed program and budget and submit comments; and ensure that the public notice is distributed to persons with limited English proficiency, as warranted.

- MCTC will provide an opportunity for a public hearing in conjunction with the development of the FTIP to receive comments from citizens on the proposed POP; and consider all comments and views received in preparing the final POP.
- MCTC will make the final POP available to the public; and if not amended, include a statement that the proposed program will be the final program, unless amended, and satisfies the requirements regarding the final POP.

Annual Listing of Obligated Projects

By federal requirement, at the end of each calendar year MCTC publishes an annual listing of obligated projects, which is a record of project delivery for the previous year. The listing is also intended to increase the awareness of government spending on transportation projects to the public. Copies of this annual listing may be obtained from MCTC's website. Hard copies are also available upon request by contacting the MCTC office at (559) 675-0721.

Air Quality Conformity Public and Interagency Consultation

MCTC provides opportunity for early coordination with appropriate agencies and the public in determining the type of environmental review documents an action requires, the scope of the document, the level of analysis, and related environmental requirements. This involves the exchange of information from the inception of a proposal for action to preparation of the environmental review documents.

A dialogue between agencies regarding air quality transportation conformity considerations must take place in certain instances prior to adoption of its RTP/SCS or FTIP. These consultations are conducted through the San Joaquin Valley Interagency Consultation (IAC) Group which includes representatives of the U.S. Environmental Protection Agency, Federal Highway Administration

(FHWA), Federal Transit Administration (FTA), the California Air Resources Board (CARB), the San Joaquin Valley Air Pollution Control District, the eight San Joaquin Valley MPOs, and Caltrans' Headquarters and District 6 office. These agencies review updates and, in certain instances, amendments to the RTP/SCS and FTIP to ensure they comply to federal transportation conformity regulations via air quality transportation conformity analysis.

SB 375 Public Participation Requirements

SB 375 mandates that MPO's must meet certain greenhouse gas reductions standards set by the Air Resources Board. MCTC, along with other MPO's in the valley have worked diligently on meeting those targets through the use of an integrated land use, transportation, and housing plan. The goal is to have greenhouse gas emissions reduced to 2012 levels by 2040. Air quality conformity findings are distributed for a 30-day public comment period, and a public hearing is held by the MCTC Board to elicit public input. All applicable posting requirements will be followed.

Overall Work Program (OWP)

The OWP is a critical document for the scheduling and distribution of work, especially the allocation of resources needed to address each task required of MCTC. In effect, the OWP constitutes a set of instructions for the planning and programming work to be carried out by staff or consultants each year. Throughout the course of each year, MCTC staff works with the local agencies, Caltrans, other transportation planning agencies, other public and private associations, and the general public independently and through MCTC committees to develop the program for the year. A draft of the OWP is taken through the MCTC committee process with a final adoption by the Policy Board in April. Staff and the Board usually begin to gather public input on the OWP in February, prior to the adoption of the Final OWP.

Unmet Transit Needs (UTN) Assessment

Each year, pursuant to the Transportation Development Act (TDA) requirements, MCTC, as the RTPA and MPO for Madera County, is required to

identify any unmet transit needs that may exist in the Madera County region. Should any unmet transit needs be identified, a further determination must be made to establish whether or not those needs are reasonable to meet. In accordance with state law, TDA funds must be allocated first to unmet transit needs which are found to be reasonable to meet before any remaining funds can be distributed to local jurisdictions for non-transit purposes. At the conclusion of each UTN process, the MCTC Board must adopt a resolution making one of the following three findings:

1. There are no unmet transit needs;
2. There are no unmet transit needs that are reasonable to meet; or
3. There are unmet transit needs, including transit needs that are reasonable to meet.

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

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

To further implement the UTN Assessment process, the MCTC Board has adopted definitions for both “unmet transit need” and “reasonable to meet” which are reviewed every five years in compliance with the TDA requirements. All unmet transit needs received during the annual UTN Assessment process are reviewed by the Social Services Transportation Advisory Council (SSTAC).

Public participation is an important component in the UTN Assessment process. The TDA requires MCTC to hold at least one public hearing for the

purpose of receiving public input regarding potential unmet transit needs in the region. Although the TDA only requires MCTC to hold one public hearing, staff makes the effort to go beyond the minimum requirements to provide public workshops throughout the region as well as to make presentations about the unmet transit needs process to seniors at congregate meal sites, community groups, and the legislative bodies of local jurisdictions. Public hearings are typically held during a regularly scheduled meeting of the Policy Board. Public notice of the hearing, including the date, time, location, and specific purpose is provided at least 30-days in advance of the meeting through publication in one or more newspapers of general circulation, including a Spanish language publication. Written notification is also provided to those persons and organizations that have indicated an interest in the unmet transit needs process, including the private social service agencies and public transit operators that are represented on the SSTAC.

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

Chapter 5: Public Participation Plan Evaluation and Updates

MCTC's Public Participation Plan is not a static document, but an on-going strategy that will be periodically reviewed and updated based on MCTC experiences and the changing circumstances of the agency and the transportation community it serves.

Furthermore, this Public Participation Plan may be subject to minor changes from time to time. Minor changes will be noticed and posted on the MCTC website. Any major updates will be released for public review and comment for a period of 45 days and will include review by MCTC's Technical Advisory Committee and approval by the Board. MCTC will extend the public comment period by an additional 45 days in instances where major revisions are proposed in response to comments heard.

Beginning with this updated Plan, every public outreach and involvement program developed for the regional transportation plan, MCTC will set performance measures for the effectiveness of the participation program and report on the results. Performance measures should include:

- Number of participants/people reached by each tool.
- Demographics of participants.
- Number of comments/content of comments received.
- Feedback provided by participants on meeting accessibility, quality, and effectiveness.
- Summary of how public comments received were or were not .incorporated into the document.

These performance reports will serve to inform and improve future outreach and involvement programs, including future updates to this Public Participation Plan. Additionally, MCTC will periodically evaluate various

components of the items identified under Chapter 5 “Public Participation Strategies” which form the core of MCTC’s public involvement activities.

Chapter 6: Public Participation Strategies

A variety of public notification and participation procedures will be used to encourage the early and continuous involvement of citizens, jurisdictions, communities, and other interests in the planning process and the decisions and actions. They may include, but are not limited to, the following:

Public Meetings/Workshops

Traditional meetings and workshops continue to be a staple of our PPP and may include enhancement community-based partnerships for "pop-up" and joint meeting opportunities including but not limited to:

- Conduct meetings, workshops, and open houses at varied times of day, including evening/weekend meetings, to encourage participation.
- Hold break-out sessions for smaller group discussions on multiple topics.
- Interactive exercises such as click polling or use of other web-based tools.
- Customized presentations for individual groups and/or languages.
- Present to existing groups and organizations, co-host events with community groups, business associations, etc.
- Participate in community events.
- Collaborate with community-based organizations in Equity Priority Communities for focused outreach.
- Use "pop-up" workshops/meetings in public gathering places. These are on-the-spot meetings or workshops held in locations where the public is already gathered.
- Organize small-group discussions such as focus groups with participants recruited randomly from telephone polls or recruited by stakeholder interest groups.
- Sponsor a topical forum or summit with partner agencies, the media, or other community organizations.
- Host question-and-answer sessions with planners and policy board members.

Virtual Engagement

Though COVID-19 protocols are no longer in place, public agencies have found that a commitment to virtual engagement supports expanded outreach opportunities and as such, continues to be a key factor in our outreach efforts.

- Virtual workshops/open houses hosted via online meeting platforms (GoTo, Zoom, etc).
- Provide remote access, when possible, to meetings by webcasting meetings via Facebook, YouTube, or other streaming options.
- Post written or display materials from in-person meetings online.
- Provide access to planning data (such as maps, charts, background on travel models, forecasts, census data, research reports, etc.).
- Host telephone town halls or online webinars.
- Online interactive surveys, polls.
- Use social media (Facebook and Twitter) and paid digital promotion to reach a larger audience.
- Encourage interaction among participants via web (e.g., online discussion boards, games, interactive mapping tools etc.).
- Post information online in advance of public meetings.
- Audio/videocasts of current and past public meetings/workshops
- Post event/meeting information on online news sites, calendars, community & discussion websites.
- Notify Public via blast e-mails and e-newsletters.
- Project specific email pieces.

Visualization Techniques

Transportation planning can be difficult for the public to understand so it is important to include visual tools to make the information easily accessible and understandable for the public. To support that MCTC may use:

- Maps
- Charts, graphs, illustrations, photographs
- Table-top displays and models
- Web content and interactive games

- Electronic voting
- PowerPoint slide shows and videos

Polls/Surveys

MCTC may use a variety of methods to capture public opinion via bilingual polling such as:

- Statistically valid telephone polls
- Electronic surveys via Web
- Intercept interviews where people congregate, such as at transit hubs
- Printed surveys distributed at meetings, transit hubs, on-board transit vehicles, etc.
- Focus Groups
- Participants recruited randomly from telephone polls
- Participants recruited by interest area

Printed Bilingual Collateral Materials

MCTC may use the following methods for printed bilingual collateral materials:

- Project overviews/fact sheets/frequently asked questions/hand out materials
- Project specific print pieces
- Executive summary documents
- Door hangers
- Inserts
- Post cards
- Maps, charts, photographs, and posters
- Rack cards for buses/transit services
- Notices placed on board transit vehicles and at transit hubs
- Public utility bill inserts

Targeted Mailings/Flyers

Certain projects and/or outreach efforts may require mailings of flyers, postcards, notifications, or other materials to a specific audience.

- Mail to properties in (a) specific project area(s)
- Mail to targeted database lists
- Flyers for distribution via community partners

Utilize Local Media

MCTC may regularly update its local media list and strive to maintain an open line of communications with all journalists interested in its programs and initiatives. MCTC may use the following methods to utilize local media:

- Issue news releases to local media partners
- Submit human interest stories that center around MCTC projects
- Invite reporters to news briefings
- Meet with editorial staff
- Develop opinion-editorial pieces/commentaries
- Purchase display ads/radio, TV, and movie theater screen advertising
- Negotiate inserts into local printed media
- Visit minority media outlets to encourage use of MCTC news releases
- Place speakers representing MCTC and its member agencies on local news outlets
- Develop Public Service Announcements for radio and television
- Develop content for public access/cable television programming
- Support civic journalism partnerships

Publications

MCTC may produce various publication which may include, but are not limited to, the following:

- MCTC's e-newsletter
- Submit articles for publication in community/corporate/online newsletters

Techniques for Involving Environmental Justice Communities

MCTC may use, but not limited to the following techniques for involving environmental justice groups:

- Make regular reports to MCTC's ongoing committees such as the TAC, SSTAC, etc.
- Provide bilingual flyers on transit vehicles and at transit hubs
- Leverage partnership with community advocates (churches, health centers, employer sponsored events, etc.)
- Explore partnerships with community-based organizations that are trusted by the relevant communities with whom MCTC is trying to engage to co-host meetings and remove barriers to participation by offering assistance, such as childcare, meals, translation services, etc.
- Outreach in the community (such as pop-up meetings at flea markets, libraries, health centers, etc.)
- Leverage relationships with ethnic media outlets to announce participation opportunities
- Partner with other agencies to reach the public at scheduled meetings/events
- Ensure that all materials are developed at a suitable reading level to make them accessible to the widest possible audience
- Translate materials into Spanish and have interpreters available at meetings as requested
- Include information on meeting notices on how to request translation assistance
- Provide ADA compliant access to materials on websites, in documents, and other materials to ensure equal access to all
- Use of robust "visualization" techniques, including maps and graphics to illustrate trends, choices being debated, etc.
- Use of community and minority media outlets to announce participation opportunities
- When conducting public outreach on regional plans/projects, establish the relevance and impacts to local communities

Techniques for Reporting on Impact of Public Comments

MCTC may use some or all of the following techniques for reporting on comments:

- Summarize key themes of public comments in staff reports to MCTC standing committees and Board
- Provide complete list of all comments received
- Direct mail and email to participants from meetings, surveys, etc. to report final outcomes
- Updated and interactive website content

Other Outreach

MCTC may form project specific public outreach committees with representatives from member agencies as well as community groups as needed for significant projects and programs.

Chapter 7: Partners

MCTC aims to meaningfully engage those affected by its policies, actions, and decisions and to tailor engagement efforts to each project and its respective audience. Below is a sample list of partners MCTC strives to engage in its work as required by federal and state law:

- Affected Public Agencies
- Affordable Housing Advocates And Organizations
- Airport Operations
- Bicycle And Pedestrian Advocacy Organizations
- Broad-Based Business Organizations
- Chambers Of Commerce
- City Managers
- Commercial Property Interests
- Communities With Low-Incomes
- Community Development Agencies And Organizations
- Community-Based Organizations
- County Transportation Agencies
- Economic Development Agencies
- Educational Community And Institutions
- Elderly And Retired Persons
- Elected Officials
- Environmental Advocates
- Environmental Protection Agencies
- Equity Priority Communities
- Federal Land Management Agencies
- Freight Interests
- General Public
- Health And Wellness Representatives
- Home Builder Representatives
- Homeowner Associations
- Landowners
- Limited English Proficiency Communities
- Local Government Staff
- Local Planning Departments
- Natural Disaster Risk Reduction Agencies/Organizations
- Neighborhood And Community Groups
- Neighborhood Councils
- Organizations Serving Rural Area Residents
- Parent Organizations
- Persons With Disabilities

- Private Providers Of Transportation
- Private Sector
- Providers Of Freight Transportation Services
- Public Agencies
- Public Health And Wellness Representatives
- Public Ports
- Public Sector
- Regional Government Agencies
- Renter/Tenant Advocacy Organizations
- Representatives Of Public Transportation Employees
- Representatives Of The Disabled
- Representatives Of Users Of Pedestrian Walkways And Bicycle Transportation Facilities
- Representatives Of Users Of Public Transit
- State Agencies
- Students And Youth
- Tourism Interests
- Transit Agencies
- Transportation And Transit Advocates
- Transportation Commissions
- Tribal Governments And Indigenous Communities

Chapter 8: Equity and Inclusion

MCTC defines equity as "inclusion in Madera County where everyone can participate, prosper, and reach their full potential." The agency strives to advance equity through carefully considered investments and policies that can support historically underserved and systemically marginalized groups, including people with low incomes and communities of color. MCTC may or shall:

- Adopt an equity-first approach and establish greater commitment, depth, and specificity on engagement of traditionally underrepresented and underserved populations as part of future updates to the Public Participation Plan and other guidance documents
- Improve communication channels with underrepresented and underserved demographics through place-based engagement where these populations live/work
- Reduce language/access barriers by providing translation of materials for public review
- Ensure advisory bodies such as committees and commissions represent the voices of communities of color, Tribal communities, and communities representing people with disabilities by encouraging and recruiting from these populations
- Review and revise procurement and contracting barriers that may prevent community-based organizations from collaborating with MCTC
- Collaborate across agencies internally and/or with other agencies to make state government community engagement processes more efficient and less of a burden on underserved communities

Chapter 9: Additional MCTC Public Participation Policies

Meetings

MCTC Board meetings are generally held on the third Wednesday of each month. The meetings are held at 3:00 pm in the MCTC Offices at 2001 Howard Road, Suite 201, Madera, California 93637. A public comment period is always available at the beginning of each meeting. All MCTC Board meetings are open to the public. The meeting calendar is available on MCTC's website.

Agendas

MCTC Board agendas will be posted at least 72 hours in advance of regular meetings or 24 hours before special meetings. The agendas will be posted at the following locations to the extent possible:

- Madera County Transportation Commission entrance
- Agendas shall be made available by regular mail and/or email to all upon request
- Agenda shall be posted to the MCTC website

Public Notices

Public notices will be used to inform the general public and media of workshops and public hearings as appropriate. The MCTC public participation process satisfies local agencies' public participation requirements for the FTIP. Public notices of the FTIP will clearly outline public involvement activities and time established for public review and comments of development process in order to satisfy all Federal Transit Administration and Federal Highway Administration requirements including Program of Project requirements.

Public Hearings

MCTC shall hold or sponsor public hearings or public meetings whenever appropriate or in accordance with applicable statutory requirements. The criteria shall include whether there is:

- Substantial controversy concerning the proposed action, substantial interest in holding the hearing, or a request for a hearing by another agency with jurisdiction over the action.
- Unless otherwise required by statute, MCTC will publish one public notice in a general circulation newspaper citing the time, date, and place of the hearing at least ten days in advance of that hearing. That notice will instruct individuals needing special accommodations to contact MCTC at least three working days prior to the scheduled meeting.
- SAFETEA-LU and state law require public hearings for the adoption of major plans and programs such as the FTIP, RTP, UTN, and air quality conformity determinations.
- Public hearings will be held in facilities that are accessible to people with disabilities.
- MCTC will accept written comments from the public during the period between the notice and the hearing date. These comments will be considered part of the public record.
- Staff will accept questions and provide clarification on issues raised by the public.
- Certain plans and programs will include the required review periods noted below. This specific review period will allow agencies involved in the consultation process and the public to submit written comments to the draft document and supporting material. MCTC acknowledges that there may be other plans and programs not listed below for which a specified review and comment period is appropriate.

Public Participation Matrix

Document Type	Minimum Review Period	Public Hearing Required
Long Range Transportation Plan - Planning		
Regional Transportation Plan/Sustainable Communities Strategy	55 days	Yes
Regional Transportation Plan Environmental Impact Report	45 days	Yes
Transit Plans	30 days	Yes
Bicycle and Pedestrian Plans	30 days	Yes
Federal Transportation Program - Planning		
Federal Transportation Improvement Program (FTIP)	30 days	Yes
Air Quality Conformity Determinations for the FTIP	30 days	Yes
Air Quality Conformity Determinations	30 days	Yes
Transportation Plan/Program - Amendments		
RTP and FTIP Minor Amendments – Type 2 and Type 3	7 days	No
RTP and FTIP Major Amendments - Type 4 and Type 5	30 days	Yes
Other Documents		
Public Participation Plan	45 days	Yes
Special Studies	30 days/ varies	Yes