



February 11, 2010

To: Citizen Advisory Committee

From: Kathi Wiederhold

Subject: Item 5: Annual Review of Public Participation Plan (PPP) and Title VI Plan

**Action Recommended: Agree on the approach and timeline for the 2010 Annual Review of the PPP and the Title VI Plan. Appoint a special subcommittee to conduct the review and return to the CAC with recommendations at the April 22, 2010, meeting.**

Policy 3.2 on page 10 of the PPP directs that the PPP shall be reviewed annually. This memo provides background on the 2008 and 2009 Annual Reviews of the PPP and recommends an approach and a time frame for the 2010 Annual Review.

### **Background**

The Citizen Advisory Committee conducted an extensive first annual evaluation in 2008, spending time over four meetings discussing the evaluation of the Plan and struggling with the broader question of how to reach more members of the public about transportation planning. The committee made 9 recommendations to the Metropolitan Policy Committee.

The committee decided to use a more cursory approach for the 2009 evaluation. They recommended four minor amendments to the Plan as a result of their annual review:

- Add the CAC as a core public involvement tool in Table 1;
- Include measures to assess the success of the CAC as a public involvement tool; and
- Add a description of social media to Appendix 2, Public Outreach Tools.

The CAC also made five general recommendations as a result of their review and decided to continue to work actively on implementing the 2008 recommendations, and planned to conduct a more in-depth evaluation in 2010.

Also in 2009, the Citizen Advisory Committee participated in the development of nondiscrimination policy and procedures, also referred to as the [Title VI Plan](#), which addresses how the MPO is integrating nondiscriminatory practices in its transportation planning, public participation, and decision making. Under procedures established by the Oregon Department of Transportation, the MPO is required to prepare and submit an annual Title VI Accomplishment Report. Because both the PPP and Title VI provisions relating to public participation are closely aligned and interconnected, staff is recommending that the reviews be conducted at the same time.

The Title VI Plan established a series of implementation strategies, including several focused specifically on public participation and approaches that could be used to solicit participation from a broader audience, including traditionally under-represented populations (hard to reach through traditional notification process) in public involvement and informational processes.

### **Approach for the 2010 Annual Review of the PPP**

Staff proposes that the CAC take the following approach to conduct the in-depth 2010 review of the Plan:

- Review the conclusions and recommendations from the 2008 and 2009 Annual Reviews of the PPP and a summary of progress made to date on implementing them.
- Discuss whether the various public involvement tools in the PPP are meeting the larger objectives of awareness, diverse viewpoints, impact of public involvement on MPO decisions, and CAC/MPC interaction.
- Discuss how to better assess the evaluation measurements in the Plan, including other qualitative and quantitative ways to assess the effectiveness of the measures.
- Review data on the number and quality of responses to MPO public involvement tools.
- Consider revisions to the PPP to help implement the Title VI Plan, including additional assessment measures.
- Review the required public outreach tools listed in Table 2 of the PPP. Consider whether to recommend additional public outreach.
- Review public information materials addressing Title VI to ensure that the public is informed of their rights and the MPOs obligations.
- Determine ways to let the public know about any amendments to the PPP resulting from the Annual Review

### **Timeline**

The following proposed timeline aims to complete the CAC work on the Annual Review in time for MPC adoption of any changes to the Title VI Plan by July 2010. The timeline also allows adequate time for the CAC subcommittee to conduct the review and for the CAC to consider and take action on the recommendations of the subcommittee.

February 18	CAC agrees on 2010 Annual Review approach and timeline.
March 18	CAC discusses the larger PPP objectives.
February-April	Subcommittee conducts Annual Review and develops preliminary recommendations
April 22	Subcommittee recommendations presented to CAC for discussion.
May 27	Continued CAC discussion (as needed) and develop recommendations to MPC.
June 2010	CAC Field Trip (location TBD).
July	MPC takes action on CAC recommendations.