



February 10, 2011

To: Citizen Advisory Committee

From: Kathi Wiederhold

Subject: Item 4: Annual Review of Public Participation Plan (PPP) and Title VI Plan

**Action Recommended: Agree on the approach and timeline for the 2011 Annual Review of the MPO Public Participation Program, including the PPP, and the Title VI Plan. Appoint a special subcommittee to conduct the review.**

Policy 3.2 on page 10 of the PPP directs that the PPP shall be reviewed annually. This memo provides background on the 2008, 2009, and 2010 Annual Reviews of the PPP and recommends an approach and a time frame for the 2011 Annual Review.

## **Background**

### 2008 Annual Review

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.

### 2009 Annual Review

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, which were adopted by MPC:

- 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.

### 2010 Annual Review

The approach to the 2010 Annual Review was in-depth and included review of the Title VI Plan. The Citizen Advisory Committee (CAC) began its evaluation of the Plan in April, continued it in May, and agreed on recommendations to MPC in July. A subcommittee, chaired by Sarah Strand with members Diana Alldredge, Bill Morganti, and Edward Winter, met three times in April-June. The subcommittee reviewed the public outreach conducted for the CAC Recruitment in fall 2009, public outreach conducted for MPO planning activities during the past year, and CAC recommendations from the 2008 and 2009 Annual Reviews.

The CAC agreed on the following conclusions regarding the annual review:

- The MPO is headed in the right direction with its public involvement program.
- Many of the outreach tools and strategies used by the MPO work well, but the MPO should use some additional new methods to reach a broader group.
- The CAC recruitment outreach and process worked well but the MPO should actively look for ways to broaden its outreach.
- The MPO Public Participation Plan was followed when conducting public outreach for the Regional Transportation Plan.

MPC adopted the four amendments to the Summary Table (Table 1) in the PPP recommended by the CAC. The effect of the changes was to increase public involvement earlier on in the regional transportation planning process. The amendments respond to input the CAC has received and is consistent with recommendations resulting from the 2008 review of the PPP to reach out to the public at the earliest stages, where public input can make the most difference. The CAC also made three general recommendations and four continuing recommendations.

### Staff Recommendation for Approach to the 2011 Annual Review

The CAC has taken an alternating year approach to the annual review—an in-depth review one year followed by a more cursory review the following year. Following this pattern, the 2011 review would be a more cursory one to follow the in-depth one conducted in 2010. Last year, the review was expanded to focus on the MPO public participation program, which includes the PPP, and the Title VI Plan. Staff recommends retaining this broader focus for the 2011 Annual Review. Staff also recommends that the CAC appoint an Annual Review Subcommittee to conduct the 2011 review.

Staff requests that the CAC discuss and provide direction to staff on the timeline for the review. MPC took action on the recommendations from the Title VI portion of the 2010 review in July 2010 and on the remainder of the recommendations in October 2010. The PPP does not specify a timeline for the annual review, other than to say it must be conducted annually. The annual Title VI evaluation is due to the State in August.