



Public Participation Plan

Adopted September 2021

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SACOG MISSION

Provide leadership and a dynamic, collaborative public forum for achieving an efficient regional transportation system, innovative and integrated regional planning, and high quality of life within the greater Sacramento region.

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About SACOG

SACOG is where local government leaders in the six-county Sacramento region come together to advance the goals of economic prosperity, connected communities, and vibrant places. SACOG works with its 28 member cities and counties to solve challenges that are too big for any one jurisdiction to solve on its own. The SACOG staff are guided by a board of elected officials from each city and county within the region. SACOG plays a central role in transportation infrastructure planning and funding assistance for cities, counties, transit operators, and other entities responsible for providing for the transportation needs of the region's residents.

As the only public agency with representation from every jurisdiction in the region, SACOG serves as a forum for the study, planning, and resolution of other issues facing local governments in a wide variety of topics from protecting our agricultural and natural resources, challenges related to flooding and wildfires, airport planning, and housing affordability. We also help our member agencies and partners find efficiencies by sharing resources for such things as joint procurements of fuel for vehicle fleets, purchasing software for transit operators, and operating an aerial imagery cooperative.

SACOG is designated by the federal government as the Metropolitan Planning Organization (MPO) for the Sacramento region, which requires SACOG to maintain a regional transportation plan that must be updated every four years in coordination with each local government. Placer and El Dorado counties are unique in that they each have their own state designation as Regional Transportation Planning Agencies (RTPAs) that are responsible for developing their own transportation plans. SACOG is the RTPA for Sacramento, Sutter, Yolo, and Yuba counties. SACOG works in coordination with the Placer County Transportation Planning Agency and the El Dorado County Transportation Commission to ensure consistency between these two county-specific plans and the broader region-wide plan.

SACOG's board of directors is made up of one representative from each city and county, except for Sacramento County with three board of supervisors, the City of Sacramento with two council members, and one ex-officio member from Caltrans. The City of Sacramento and Sacramento County have additional board representation because they hold the majority of the population in the region. Each board member is appointed by their local council or board. The assignment to serve on the SACOG board is annual. The current SACOG board members can be viewed online <https://www.sacog.org/board-directors>.

SACOG Policy Committees

Board Committees

SACOG has standing policy committees made of board members. The policy committees typically meet monthly, except for July. Policy committee meetings are structured to be in-depth discussions to make recommendations to the full SACOG Board of Directors.

Policy & Innovation Committee: considers state and federal advocacy, innovation, media, and other activities related to external affairs and administrative activities such as human resources, audits, the budget, and the Overall Work Program.

Land Use and Natural Resources Committee: considers land use and air quality issues, housing, electric

vehicles, and other related issues.

Transportation Committee: review all items relating to transportation, the Metropolitan Transportation Plan/Sustainable Communities Strategy, the Metropolitan Transportation Improvement Plan, and the State Implementation Plan as well as the SAFE program.

Strategic Planning Committee: reviews the Joint Powers Agreement, board representation, and long-term vision planning. This committee also acts as a liaison to the regional legislative delegation.

To request meeting information or access agendas go to: <https://www.sacog.org/agendas-0>.

Advisory Committees

Advisory and ad hoc committees can take many forms. They can consist of members of the public, stakeholders, public agency staff, advocates, SACOG board members, and other elected and/or appointed officials. Advisory and ad hoc committees are formed to provide guidance on specific issues, plans, and/or initiatives.

Advisory and ad hoc committees include (open to the public):

- Bicycle and Pedestrian Advisory Committee
- GIS Coordination Committee
- Race, Equity, & Inclusion Working Group
- SACSIM Travel Demand Model Technical Advisory Committee
- Sacramento Emergency Clean Air and Transportation Air Quality Policy Group
- Sacramento Emergency Clean Air and Transportation Technical Advisory Committee
- Sacramento Region Intelligent Transportation Systems Partnership
- Social Service Transportation Advisory Council
- Transportation Demand Management Taskforce

Required Consultation Advisory Groups

Regional Planning Partnership (RPP): The RPP consists of the five local air districts, representatives of the U.S. Environmental Protection Agency (EPA), California Air Resources Board (ARB), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), state and local transportation agencies, and includes local city/county planning staff, partners, and stakeholders. Currently, the RPP is SACOG's designated interagency consultation group for air quality conformity and transportation purposes. It also provides a forum for local agencies in the region's transportation industry to contribute to the policymaking and fund programming activities of SACOG, and to improve coordination within the region. The RPP meets at a minimum quarterly but can meet more often as needed. Each RPP meeting is open to the public and held at the SACOG offices with remote access available. SACOG will be working on streamlining communication with the key stakeholders of the RPP (air districts, EPA, ARB, FHWA, FTA, and state/local transportation agencies).

Transit Coordinating Committee (TCC): The TCC provides a forum for the discussion of transit plans and issues, coordinates transit studies and systems on a regional basis, disseminates federal, state, and local transit information, reviews and comments on the MTP/SCS and the MTIP, and gives input into SACOG's Overall Work Program.

What is the Public Participation Plan?

The Public Participation Plan (PPP) is SACOG's process document for the Metropolitan Transportation Improvement Program (MTIP), Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS), Overall Work Program (OWP), and key decisions. The PPP lays out outreach strategies for providing the public, partners, and any interested party the opportunity to engage in the work SACOG does. The PPP is a resource to ensure SACOG meets the federal and state requirements for public participation and to highlight the best practices to create the most transparent and equitable outreach processes we can.

The Public Participation Plan is intended for SACOG staff to use as a planning resource and as a guide for the public to understand how public participation strategies will be developed. The Public Participation Plan is a collection of various processes for SACOG and should not be interpreted as the final outreach, engagement, and/or involvement strategy, but rather a document that lays out the methods to be used to develop robust, qualitative, quantitative, accessible, and thoughtful plans for outreach. All plans, programs, and projects will develop unique engagement processes using this document as a resource.

Guiding Principles for all Outreach Processes

- SACOG and the Board are committed to accessible and transparent engagement processes.
- SACOG values the voices of historically underrepresented groups including Black, Indigenous, People of Color (BIPOC); low-income residents; the LGBTQ+ community; persons with disabilities; persons with English as a second language; and youth; and shall make specific efforts to involve them in SACOG processes.
- Effective public participation requires unique processes to engage residents and achieve outcomes – there is no one size fits all approach.

Public Input on the Public Participation Plan

The Public Participation Plan will be periodically reviewed and when there are any updates it will be released for public comment for 45 days. During any comment period, the PPP will be circulated via SACOG's existing communications lists, stakeholders, partners, local community-based organizations, and local jurisdictions. After a public comment period closes, SACOG staff review and respond to all commenters, make changes to the final draft PPP as needed, and request that the SACOG board adopt the final plan.

In the most recent update, the draft entered a public comment period which began on June 17, 2021 and closed on August 9, 2021. Federal & State Requirements

Fixing America's Surface Transportation (FAST) Act

The Fixing America's Surface Transportation (FAST) Act was signed into law by President Obama on December 4, 2015. The FAST Act established federal funding levels and regulations, and underscores the need for public involvement. The law requires metropolitan planning agencies such as SACOG to provide citizens, affected public agencies, and a variety of other stakeholder a reasonable opportunity to comment on transportation plans and programs. The requirements are listed below with the Code of Federal Regulations.

23 Code of Federal Regulations & 450.316 Requirements

23 CFR &450.316 describes the specific requirements and objectives that should be included in a metropolitan planning organization's public participation plan.

- Provide adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS) adoption and the Metropolitan Transportation Improvement Program (MTIP) adoption and amendments.
- Provide timely notice and reasonable access to information about transportation issues and processes.
- Employ visualization techniques to describe the MTP/SCS and MTIP.
- Make public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web.
- Hold public meetings at convenient and accessible locations and times.
- Demonstrate explicit consideration and response to public input received during the development of the MTP/SCS and the MTIP.
- Seek out and consider the needs of those traditionally underserved by existing transportation systems, such as low-income and minority communities, who may face challenges accessing employment and other services.
- Provide additional opportunity for public comment if the final MTP/SCS or MTIP differs significantly from the version that was made available for public comment by SACOG 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.
- Periodically review the effectiveness of the procedures and strategies contained in this PPP to ensure a full and open participation process.
- Summary, analysis, and report on the disposition of comments shall be posted as part of the MTP and MTIP when significant written and oral comments are received on the draft MTP/SCS and MTIP.
- Minimum 45-day public comment period for the PPP with copies of the plan provided to FHWA and FTA and posted to the internet.
- When developing the MTP and MTIP, the MPO should consult with agencies and officials responsible for planning activities in the area that are affected by transportation with such planning activities.
- The MPO shall develop the MTP/SCS and MTIP with due consideration of other related planning activities in the area with the processing allowing for the design and delivery of transportation services that are provided by: recipients of assistance under title 49 U.S.C. Chapter 53; governmental agencies and non-profit organizations that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and recipients of assistance under 23 U.S.C. 201-204.
- The MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the MTIP.
- Develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies.

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 nondiscriminatory on the basis of race, color, national origin, or disability. Title VI serves as the legal foundation for what is today referred to as Environmental Justice. Under Title VI, the U.S. Department of Transportation (DOT) has oversight responsibility for ensuring that recipients do not use DOT funds to subsidize discrimination based on race, color, or national origin.

As part of Title VI requirements, SACOG provides an annual Title VI certification and assurance. The document lays out our complaint procedure, process for meaningful access for people with limited English proficiency (LEP), and the general program. More information can be found online <https://www.sacog.org/post/title-vi-civil-rights-act-1964>.

Americans with Disabilities Act of 1990

The Americans with Disabilities Act of 1990 (ADA) describes actions for non-discrimination against people with disabilities. The ADA Act calls for equal employment opportunities, non-discrimination on the basis of having a disability in state and local government services, including public transportation access, providing public accommodations and telecommunications services. SACOG fully complies with ADA through its [ADA plan and policies](https://www.sacog.org/post/americans-disabilities-act-1990). These policies can be reviewed online at <https://www.sacog.org/post/americans-disabilities-act-1990>. Measures such as wheelchair accessibility, elevators with floor numbers posted in Braille, communication devices for hearing-impaired persons such as the California Relay System, and sign-language interpreters are made available for meetings upon request. A telecommunications device for the deaf (TDD) is available to communicate with people who are deaf or have communications impairment over the telephone. The building in which SACOG resides was constructed in 2003 to comply with ADA accessibility standards.

Section 504 of the Rehabilitation Act of 1973 and Accessible Programs

Section 504 of the Rehabilitation Act of 1973 requires the Department of Transportation (DOT) to ensure that qualified individuals with disabilities are not excluded from or discriminated against under any DOT-conducted or DOT-funded program or activity because of their disabilities. DOT-conducted and DOT-funded programs and activities must be accessible and usable to qualified individuals with disabilities, including any aid, benefit, or service. DOT must take proactive steps to ensure events and programs are accessible to persons with disabilities.

Executive Orders

Executive Orders are directives by the President to federal agencies. SACOG receives federal funding, as such SACOG complies with the following Executive Orders.

Executive Order	Description
Executive Order 12898 - Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations	Its purpose is to focus federal attention on the environmental and human health effects of federal actions on minority and low-income populations with the goal of achieving environmental protection for all communities.
Executive Order 13166 – Improving Access to Services for Persons with Limited English Proficiency	Requires Federal agencies to examine the services they provide, identify any need for services to those with limited English proficiency (LEP), and develop and implement a system to provide those services so LEP persons can have

	meaningful access to them. You can find SACOG's LEP plan at https://www.sacog.org/sites/main/files/file-attachments/appendix_b_-_lep_plan.pdf?1543960547
Executive Order 13175 – Consultation and Coordination with Indian Tribal Governments	Establish regular and meaningful consultation and collaboration with tribal officials in the development of Federal policies that have tribal implications.

California State Law

Senate Bill 375 (Chapter 728, Statutes of 2008)

Senate Bill 375 prompts regional planning to reduce greenhouse gas (GHG) emissions from cars and light trucks through coordinated planning for long range transportation plans and regional land use plans. The bill provides emission reducing goals for which regions can target and provides incentives for local governments and developers to follow new strategically planned growth patterns.

Assembly Bill 52 (Chapter 532, Statutes of 2014)

Requires lead agencies to consider the effects of projects on tribal cultural resources (TCRs) and to conduct notification and consultation with federally and non-federally recognized Native American tribes early in the environmental review process. For SACOG this applies to the MTP/SCS Environmental Impact Report.

Ralph M. Brown Act (Government Code Sections 54590-54963)

This act is California's open meeting law for public agencies. The Brown Act ensures that members of the public remain informed on the views, discussions, and actions of a local agency and allows members of the public to openly comment on agenda and non-agenda items during public meetings. The Brown Act applies to the SACOG Board and all board committees, accordingly, all SACOG Board and board committee meeting are publicly advertised and open and accessible to the public.

Staff Guide for Creating a Public Participation Process

Developing a public participation process

When creating a public participation process for a project or program, the public participation process should be developed around specific outcomes of the project, have a clear timeline that identifies engagement opportunities, key decision points, and describes how public input will be considered. Specific strategies to involve BIPOC and low-income residents should be included.

1. Project managers should identify their project engagement and outreach needs **at the beginning of the project/program**.
2. **Set a clear timeline of key decision points to identify the best times for public engagement and outreach** so that meaningful feedback can be collected and used.
3. After a set timeline of key decision points, a **plan should be developed around clear goals and an understanding of the target audience** with the relevant strategies listed below.
4. Once a plan is developed, implementation should be **easy to follow for any stakeholder**.

Audience Identification

To create an effective public process, staff should identify who the audience will be. SACOG's audience ranges from the public to agencies and elected officials. The list below is illustrative, not exhaustive. SACOG staff should develop unique stakeholder lists for each outreach process.

General Public	BIPOC communities
Community- and Faith- based organizations	LGBTQ+ communities
Air districts	Low-income people
Member jurisdiction staff	People with disabilities
Business community	Unhoused people
Elected officials not on SACOG Board	Youth
Tribal nations	Utility providers
Goods movement/freight operators	Development community
Transit operators	Advocates

Outreach Planning Strategies

The strategies below can be used to meet specific project needs and state and federal requirements, as well as create outreach and engagement plans that are transparent and accessible. This list will be periodically reviewed to add new outreach practices and strategies. A single project does not need to use every strategy, rather take from the menu of options to create a plan that fits the specific project needs, addresses legal requirements, and employs strategies that help connect with the target audience. Environmental Justice, low-income, and BIPOC communities will require a specialized approach to effectively engage. Many times, these

groups will not be reachable through standard email list communication or follow traditional SACOG channels of communication. Project managers shall identify strategies of engagement specific to these communities. Throughout the recommendations below, an asterisk indicates best practice for reaching BIPOC, low-income, and other underserved communities.

Best Practices:

- Connect with community-based organizations first, who are trusted within the community. *
- Set aside a budget for community-based organizations to help develop and implement the outreach plan as trusted messengers. *
- When appropriate, hold paid focus groups. *
- Do a scan of existing public engagement processes and to the extent possible coordinate efforts to reduce the burden of participation that many residents face. *
- Hold meetings/events/workshops where people already feel comfortable and/or go regularly (e.g., farmers markets, transit stops, grocery stores, parks). *
- Accessible content: if there is an online survey, make sure to print it, or bring devices for people to access the online content. *
- Outreach in the community, such as churches, supermarkets, or other local amenities. *
- Be willing to listen to hard truths and have a plan of action when people indicate topics and/or issues that cannot be addressed through SACOG work (have a plan with local jurisdiction to refer people). *
- Enter every community with respect and willingness to learn, communities know what they need and want. The residents are experts through their lived experience. *
- Provide workshops and materials in different languages based on need of community or have professional staff available for translation. *
- Review the PPP periodically and update the PPP with newfound evaluation results and lessons learned as needed.

Meetings, Workshops, and Events

Public meetings, workshops, and events are all effective ways to involve stakeholders. When developing a meeting, workshop, or event ensure any information and content is useful and accessible.

Best Practices:

- Schedule meetings at various times that can accommodate different work schedules, not just typical 9am to 5pm jobs.
- Host meetings, workshops, and events in locations that meet people where they are (at local community centers, farmers markets, community events, etc.).
- Create an inviting format so people want to engage (provide shade, activities, etc.)
- Communicate clearly with simple and straightforward language (if using PowerPoints, they should be simple, clear, and concise).
- Provide kids activities so parents and caretakers can engage. *
- Include youth at the same level as other stakeholders.
- Provide food and refreshments. *
- ADA compliance – ensure the meeting is accessible, you have appropriate materials, and can provide accommodations as requested. *

- Meetings should be accessible by transit. *
- Interactive activities: map pinning, sticky note exercises, drawing, storytelling, playing.
- Small group discussion can promote engagement and discovery of information that was not solicited in planned questions.
- Provide online and virtual venues that provide the same opportunities as in person meetings. *
- Provide workshops and materials in different languages based on need of community or have professional staff available for translation. *

Surveys

Surveys are a great way to collect information from the public, stakeholders, partners, and interested parties. When creating a survey ensure that the timing is right for key decision making and that the information gathered is considered and responded to.

Best Practices:

- Create a multilingual online format that can engage people even without a public meeting or workshop using Survey Monkey, Google, Microsoft Forms, or similar services. *
- Make sure to create a paper version to create access for those without internet or computer access. *
- Use simple and straightforward language.
- Make sure your question does not influence an answer (for example, what do you like about X project? vs. do you like X project?).
- Ask questions that can influence outcomes of your project in a meaningful way.
- Ask optional demographics questions like ethnicity/race, income, age, zip code, etc. to assess who is engaging and where more outreach might be needed.

Social Media

Social media plays a large role in how people interact with the world and consume information. Social media should be strategically used to share information and engage the public.

Best Practices:

- Identify the best channels to reach your intended audience, including, but not limited to Facebook, Twitter, Instagram, and TikTok.
- Create simple and easy to read language for social media including multilingual content when feasible
- Including alternate text descriptions for images*
- Create content that is engaging, simple, fun, and/or interactive.
- Social media content should be focused on visuals with text that explains clearly and is easy to read.
- Create a schedule for content posting.
- Create a theme for schedule postings.
- Sponsored ads that are geo-coded or demographically coded to your target audience. *

Communications

Communications includes a variety of tactics and strategies and is the core of all engagement. Clear and effective communication about the project, the goals, objectives, and how engagement will impact the outcomes of the project are key.

Information Sharing

- SACOG website at www.sacog.org can host news articles, notices, project pages, and collect contact information.
- E-mail blasts to targeted stakeholders and interested parties.
- Webinars, live and pre-recorded.
- Infographics or process visuals.

Media

- Leverage regional media to generate additional interest and audiences.
- Media/press releases.

Handouts

- Consider if a handout would be useful for sharing your information at a meeting or workshop.
- PowerPoint slide decks can be useful for detailed information following a presentation.

Presentations

- Clear, concise presentations should be done in simple language avoiding jargon and acronyms.
- Simple PowerPoint presentations when needed. They should have limited text and primarily visuals that support the delivery of the spoken message.

Visualization Methods

- Develop visual ways to communicate project information including, but not limited to, maps, infographics, posters, flyers, story maps, etc.

Evaluations

- Develop metrics for success at the beginning of each public development process (number of events/meetings, materials produced, number of residents engaged). Check your evaluation metrics with your stakeholders.
- Create measurable goals and outcomes.
- Identify the strategies used and if they were successful.
- Document lessons learned.

Internet and Online Engagement

The internet has become a dynamic platform for engagement and information consumption. SACOG has been utilizing online engagement techniques through websites, surveys, and social media that have proven to be convenient and useful for quality public engagement. Below are some strategies that can be applied for online engagement.

- Online surveys open for a specific period of time.
- Social media promotion of events, workshops, meetings, surveys, project announcements, etc.
- Webinars that allow people to gain information online.
- SACOG website as a key destination for information sharing.

* Indicates best practice for reaching BIPOC, low-income, and other underserved communities.

Native American & Indian Tribal Governments

On June 18, 2019, Governor Gavin Newsom issued Executive Order N-15-19, which acknowledges and apologizes on behalf of the State for the historical "violence, exploitation, dispossession and the attempted destruction of tribal communities" which dislocated California Native Americans from their ancestral land and sacred practices and establishes the California Truth and Healing Council. The destructive impacts of this forceful separation persist today, and meaningful, reparative action from the State of California (State) can begin to address these wrongs in an effort to heal its relationship with California Native Americans.

SACOG acknowledges that Native American Indian governments are domestic sovereign nations within the United States and as such understand that they are more than a stakeholder in our outreach process. Our efforts with the region's tribes will strive to ensure programs and activities avoid or minimize adverse impacts to cultural and other important resources. We recognize and respect the important California Native American rights, sites, traditions, and practices, and will consult with tribal governments prior to making decisions, taking actions, or implementing programs that may impact their communities. When engaging in activities or developing policies that affect Native American tribal rights or trust resources, SACOG will act in a knowledgeable, sensitive, and respectful manner. Native American communities include lands held in trust by tribal governments, communities of non-federally recognized tribes, tribal reservation or rancherias, and Native Americans that are not part of a California tribe living in California.

Native American Indian governments are considered domestic sovereign nations; that is, they have a direct and special relationship with the federal government because of treaties and acts of Congress and are independent of individual states. For example, tribes deal directly with the federal government in securing funding for Native American reservation roads if they are tribes on a reservation. Because of their status, SACOG will work directly with Native American Indian governments on a government-to-government basis.

SACOG needs to identify issues affecting Native American tribal lands and their transportation needs, plans, projects, and outreach early in the MTP/SCS process. Guidance from Caltrans Tribal Liaison and additional existing resources will be sought in developing relationships with tribes, reservations, and individuals. Since tribes are eligible to apply for and be awarded separate funding, SACOG staff needs to consult with both federal transportation agencies and local tribes to coordinate on specific plans and projects.

Federally recognized tribes in the Sacramento region include:

- Yocha Dehe Wintun Nation
- Shingle Springs Band of Miwok Indians
- United Auburn Indian Community of the Auburn Rancheria
- Wilton Miwok Rancheria

Additional tribes:

While the six-county SACOG region only has four federally recognized tribes, it is important to note that there are still other tribes that have connections to the lands within the SACOG region. This includes tribes not recognized by the federal government and/or tribes that are only recognized with limited boundaries outside of the region. These limited boundaries outside the region could mean that while the federal government only recognizes a certain area being culturally, spiritually, and/or traditionally significant to a tribe, areas within the SACOG region can still be of importance to them. To the extent feasible and when appropriate, SACOG staff will also reach out to tribes outside the region, including, but not limited to, the additional tribes below.

Additional tribes to consider, including those tribes traditionally and culturally affiliated with the geographic area that may have expertise concerning their tribal cultural resources:

- Buena Vista Rancheria of Me-Wuk Indians in Amador County
- Enterprise Rancheria Estom Yumeka Maidu in Butte County
- Greenville Rancheria of Maidu Indians in Plumas County
- Lone Band of Miwok Indians of California in Amador County
- Washoe Tribe of Nevada and California in South Lake Tahoe area
- Berry Creek Rancheria of Maidu Indians in Oroville
- Estom Yumeka Maidu Tribe of the Enterprise Rancheria in Oroville
- Mooretown Rancheria of Maidu Indians in Oroville
- Chicken Ranch Rancheria of Me-Wuk Indians in Jamestown
- Greenville Rancheria in Greenville
- Grindstone Indian Rancheria of Wintun-Wailaki in Elk Creek
- Jackson Rancheria Band of Me-Wuk Indians in Jackson
- Redding Rancheria in Redding
- Susanville Indian Rancheria in Susanville

Requirements for Native American Tribal Engagement

- Executive Order 13175 – Consultation and Coordination with Indian Tribal Governments
- AB 52 – Native Americans: California Environmental Quality Act
 - Tribes must request in writing to be notified by lead agencies through formal notification proposed projects in the geography where the tribe is traditionally and culturally affiliated.
 - Within 14 days of determining that application for a project is complete or decision to undertake a project, a lead agency must provide formal notification to the designated contact that initially requested. This shall include at least one written notification that includes a project description, project location, lead agency contact information, and notification that the tribe as 30 days to request consultation.
 - A tribe must respond within 30 days of receipt of formal notification to request consultation.
 - Consultation is concluded when either of the parties agree on measures to mitigate or avoid a significant effect, if a significant effect exists to a tribal cultural resource or if a party, acting in good faith and after reasonable effort, concludes that mutual agreement cannot be reached.
 - AB 52 requires that any information submitted by a California Native American tribe during the environmental review process shall not be included in the environmental review document of otherwise disclosed.

Recommended strategies to meet requirements for Native American Tribal Engagement

- Ensure tribal government contact information is current and updated by referencing the California Office of the Tribal Advisor for contact lists and reaching out directly to tribes.
- Connect with tribal governments and establish an expected level of communication for upcoming projects.
- Send tribal governments and relevant advocacy and service groups timely and adequate public notices and final documents.
- Actively seek tribal government input on SACOG projects and programs through direct contact with chair persons, leadership, and/or appropriate staff dependent on the project.
- Respond to all tribal government comments on the MTP/SCS and MTIP by providing a summary, analysis, and report on the disposition of comments, as part of the final MTP/SCS or MTIP.
- Respond to all consultation requests from tribes and when possible and appropriate provide specific workshops to meet their community engagement needs.
- Provide opportunities to be involved in the metropolitan transportation planning process.
- Monitor the California Office of the Tribal Advisor for guidance and policy.

The Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS)

The Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS) is required to be a 20-year multimodal transportation plan that is financially feasible, achieves health standards for clean air, and addresses statewide and regional climate goals. The MTP/SCS' planning objective is to encourage and promote the safe and efficient management, operation, and development of surface transportation systems that will serve the mobility needs of people and freight, foster economic growth, and take into consideration resiliency needs while minimizing transportation related fuel consumption and air pollution.

The MTP/SCS lays out a transportation investment plan and land use strategy to support a prosperous region, with access to jobs and economic opportunity, transportation options, and affordable housing that works for all residents. The plan also lays out a path for improving our air quality, preserving open space and natural resources, and helping California achieve its goal to reduce greenhouse gas emissions that contribute to climate change. SACOG is responsible for updating and maintaining the MTP/SCS regularly.

It is developed in coordination with El Dorado, Placer, Sacramento, Sutter, Yolo, and Yuba counties, the 22 cities within them, and incorporates plans developed by the Placer County Transportation Planning Agency (PCTPA) and the El Dorado County Transportation Commission (EDCTC).

MTP/SCS Outreach Requirements

The requirements listed below reflect federal and state requirements. SACOG staff are encouraged to implement tactics from the list of best practices and be nimble and creative to reduce barriers for resident engagement.

State and federal requirements for public engagement.

1. One-stop information hub for the current MTP/SCS plan on SACOG's website (www.sacog.org) in order to provide a transparent process for the public and timely notice: include access and information to transportation issues and processes, the MTP/SCS plan development timeline that highlights key dates for major decisions from the board, input opportunities, technical information sharing, and meeting/workshop information.
2. Hold public meetings at convenient and accessible locations and times. Workshops in El Dorado and Placer counties will be coordinated with El Dorado County Transportation Commission and Placer County Transportation Planning Agency respectively
3. Employ visualization techniques to communicate information on the MTP/SCS.
4. Consider and respond to public comments formally submitted during the comment period.
5. Seek out and consider the needs of traditionally underserved communities.
6. If the final MTP/SCS differs significantly from the draft, provide additional opportunity for the public to review.
7. Interagency consultation and coordination with federal, state, and local agencies.
8. Evaluate the effectiveness of the outreach plan.
9. Summary, analysis, and report on the disposition of comments in the final MTP/SCS.
10. 45-day public comment period on the draft MTP/SCS.
11. Due consideration of other related planning activities within the metropolitan area.
12. Meaningful involvement of tribal governments. *Specific guidance on this provided in the prior Tribal Governments section.*
13. To the extent practicable, develop a documented process(es) that outlines roles, responsibilities,

and key decision points for consulting with other governments and agencies.

14. Three public hearings on the draft SCS.
15. MTP/SCS specific contact list of cross-sector stakeholders.
16. Make the final MTP/SCS accessible.
17. Two (2) informational meetings in each county within the region for members of the board of supervisors and city councils on the sustainable communities strategy and alternative planning strategy, if any, pursuant to SB 375.
18. Eight (8) public workshops (1 in each county, except 3 for Sacramento) to provide the public with the information and tools necessary to provide a clear understanding of the issues and policy choices, pursuant to SB 375.
19. Conduct one workshop on the greenhouse gas reduction targets set by CA Air Resources Board, pursuant to SB 375.
20. At least three public hearings on the draft sustainable communities strategy in the regional transportation plan and alternative planning strategy if one is prepared. If the metropolitan transportation organization consists of a single county, at least two public hearings shall be held, pursuant to SB 375.

The Metropolitan Transportation Improvement Program (MTIP)

The Metropolitan Transportation Improvement Program (MTIP), also known as the Transportation Improvement Program (TIP), is part of the SACOG Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS) but focuses on a shorter, four-year period of time. The MTIP is a comprehensive listing of transportation projects that receive federal funds, are subject to a federally required action, or are considered to be regionally significant transportation projects with the potential to impact regional emissions, such as increased automobile or rail capacity according to federal air quality conformity regulations.

Transportation projects listed in the MTIP include transit, highway, local roadway, bicycle and pedestrian investments, planning activities and transportation facility improvements. All projects included in the MTIP must be consistent with the MTP/SCS, but the MTIP does not contain every project listed in MTP/SCS.

The MTIP must be financially constrained by year, meaning that the amount of money allocated and committed to the programmed projects must actually be available for use. The MTIP and any future amendments must include a financial plan that demonstrates enough funds exist to implement programmed projects. The Sacramento region is designated as a "nonattainment area" for ozone and carbon monoxide under the Federal Clean Air Act, accordingly, adoption of the MTIP must include an evaluation and determination of Air Quality Conformity, in accordance with the air quality goals set in the Clear Air Act. Similarly, as the MTIP is amended, SACOG must periodically evaluate conformity.

SACOG prepares and adopts the MTIP every two years. Between adoptions, the MTIP is periodically revised through administrative modifications or amendments to maintain up-to-date project information.

The current MTIP can be found on SACOG's website: <https://www.sacog.org/metropolitan-transportation-improvement-program>.

Requirements for the MTIP

State and federal requirement for public engagement

- A. One-stop information hub for the current MTIP plan on SACOG's website (www.sacog.org) in order to provide a transparent process for the public and timely notice.
- B. Employ visualization techniques to communicate information on the TIP.
- C. Consider and respond to public comments formally submitted during the comment period.
- D. If the final MTIP is significantly different than the draft, provide additional opportunity for the public to review.
- E. Interagency consultation and coordination with federal, state, and local agencies.
- F. Evaluate the effectiveness of the outreach plan.
- G. Summary, analysis, and report on the disposition of comments in the final MTIP.
- H. Due consideration of other related planning activities within the metropolitan area.
- I. Meaningful involvement of tribal governments. *Specific guidance on this provided in the prior Tribal Governments section.*
- J. To the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies.
- K. Make the final MTIP accessible.

Public participation

The MTIP is an administrative document that reflects transportation decisions developed by a city, county, Caltrans, or the federal government. The MTIP is a tool used to show the schedule, scope, and constrained funding of intended transportation improvements or continuations of current activities. Unlike the planned projects in the MTP/SCS, the projects in the MTIP have committed, or reasonably available funding and are expected to begin construction within a reasonable timeframe. The MTIP comes after significant planning and engagement has been done by local agencies and after the MTP/SCS. Projects that are included in the MTIP have been identified by local cities and counties that are the project leads and have followed their own public engagement processes. As such, this makes public participation for the MTIP different than in earlier stages of the long-range planning process or the transportation planning process. Residents are strongly encouraged to engage with their city or county transportation and land use planning efforts to affect the future of their communities and the transportation projects the jurisdiction chooses to implement.

Getting involved at the project level

The priorities of the MTP/SCS shape the guidelines for determining which projects the SACOG Board chooses to fund. These projects are then programmed in the MTIP. SACOG funds projects that support smart growth; air quality improvements; transportation demand management; bicycle and pedestrian improvements; transit operations, maintenance and expansion; and roadway rehabilitation, operations and expansion. Only public agencies may apply for these funds. The public is encouraged to contact their local city or county transportation department and participate in the prioritization of their projects. Cities and counties rely on their local plans, such as the General Plan, Transit Plans, and Active Transportation Plans, to decide which projects to prioritize for funding.

Types of MTIP Actions

SACOG adopts a new MTIP every two years and revises it periodically to keep projects current. An agency lead may only proceed with a federal phase of work once the MTIP lists its project correctly. Because of the fluctuating nature of transportation projects nearing implementation, the MTIP requires frequent updates and revisions.

There are three processes for the various ways to change/update the MTIP: Adoption, Revisions (with an additional breakout of revision types), and Technical Corrections and Use of Expedited Project Selection Procedures.

MTIP Adoption

SACOG adopts a new MTIP every two years, per California law. Federal guidelines only require a new MTIP every four years. As part of the adoption, SACOG removes the two prior federal fiscal years and adds two additional years of funding. SACOG also reports projects that were completed from the prior MTIP. The MTIP is accompanied by either a new air quality conformity determination and analysis or a determination that relies on a previous analysis.

Revisions

Federal regulations allow for two types of revisions to the MTIP: Administrative Modifications and Amendments. These revisions are broken down further in the table below.

- **Administrative Modification**

Federal regulations describe this action as a minor revision to the MTIP and regulations do not require it undergo public review. An Administrative Modification may take one or two weeks to process and may include minor changes to the cost of a project or phase, project description, or changes to funding sources of projects.

- **Amendment**

Regulations describe this action as a significant change to the MTIP. An Amendment is a revision that involves a major change to a project included in an MTP/SCS or MTIP. An Amendment (often referred to as a Formal Amendment) may take several months to process.

MTIP Revision Types:

Types of Revisions	Details
Type 1: Administrative Modification - Minor Changes	This type of revision includes minor changes to project cost, schedule, and project description. Full procedures are posted online at https://www.sacog.org/sites/main/files/file_attachments/state_and_federal_amend_and_admin_mod_procedures_rev_121819final.pdf?1619200062
Type 2/3: Amendment - Funding Changes and Exempt Projects	This is an Amendment that makes a funding change that is greater than what is allowed as an Administrative Modification. The projects in a Type 2 revision do not change in design concept or scope and the conformity analysis years as assumed for the regional emissions analysis of the currently conforming MTP/SCS and MTIP remain unaltered. This amendment type also applies to changes that significant revise, add, or delete an exempt project listing or non-exempt, regionally significant project or project phases to/from the MTIP.
Type 4: Formal Amendment - New Conformity Determination	This is an Amendment that requires a conformity determination but relies on a previous regional emissions analysis. This type of amendment is used when adding a regionally significant project to the MTIP when the project itself has already been appropriately accounted for in the regional emissions analysis.
Type 5: Technical Amendment - New Conformity Determination & New Regional Emissions	This type of amendment requires a conformity determination and a new regional emissions analysis. This type of amendment is used when adding a non-exempt, regionally significant project that has not been accounted for in the regional emissions analysis. This type of amendment is also used when a non-exempt, regionally significant project makes a change to either the design concept or scope or conformity analysis completion year which is not consistent with the existing regional emissions analysis.

Analysis	
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Technical Corrections and Use of Expedited Project Selection Procedures

No public review is necessary for edits to parts of the MTIP that are shown for informational purposes only or for fixing obvious typographical errors. Similarly, no public review is necessary for SACOG to use agreed-upon Expedited Project Selection Procedures (EPSP). EPSP is used to advance projects from later years of the MTIP and delay the implementation of other projects from earlier years. These changes occur without modification or amendment, based on agreements between SACOG, Caltrans, local transit operators, and local transportation agencies. Even so, SACOG typically modifies or amends the MTIP at the end of the fiscal year to ensure that the MTIP reflects these advances and delays.

Consistency with the MTP/SCS

To maintain federally required consistency between the MTIP and the MTP/SCS, periodic MTP/SCS amendments are processed with MTIP amendments. When this occurs, the MTP/SCS amendment happens in a manner concurrent and consistent with the MTIP amendment action. If the Draft MTIP or MTIP Amendment and associated Conformity Analysis differ significantly from the circulated draft documents and/or raise new material issues, then the public review and comment period will be extended by five days.

Satisfaction of Federal Transit Administration Program of Projects Requirements

The agencies listed below rely on the Metropolitan Transportation Improvement Program (MTIP) to satisfy the Federal Transit Administration (FTA) requirement that agencies publish a Program of Projects (POP) listing. In addition, the Public Participation Plan (PPP) satisfies the public participation required by the POP.

Notices

The following language is published in public notices for the MTIP adoption and subsequent amendments: "This public hearing process is being used to meet the public participation requirements for the Federal Transit Administration's Program of Projects."

Agencies*

The following agencies rely on the MTIP and PPP to satisfy POP listing and public participation requirements: SACOG, Paratransit, Inc., Folsom Stage Line, Yolo County Transportation District, YubaSutter Transit, Roseville Transit, El Dorado Transit, South County Transit/Link, Unitrans, e-tran, Placer County Transit, Auburn Transit, Lincoln Transit, Davis Community Transit, Placer County CTSA.

* Sacramento Regional Transit District (RT) advertises its program of projects through the adoption of its Capital Improvement Program (CIP), which is then posted on its website. RT also lists expected funding, federal and other, for the year in the capital and operating budgets through the annual budget process. Both are then posted on its website as well. RT does, however, also rely on SACOG's PPP to provide the public participation aspect in addition to its own for maximum coverage and satisfaction of FTA requirements.

Overall Work Program

The Fixing America's Surface Transportation (FAST) Act calls for the development of the Overall Work Program (OWP) and Budget by the federally designated Metropolitan Planning Organization (MPO). As such, SACOG's OWP describes the continuing, comprehensive, and coordinated metropolitan planning process for the six-county Sacramento region. The Budget/OWP includes annual agency revenues and expenditures, and is used by Caltrans, federal agencies, and others to track activities of SACOG, Caltrans, the El Dorado County Transportation Commission (EDCTC), and the Placer County Transportation Planning Agency (PCTPA). SACOG's Budget/OWP also includes funds programmed for Board & Advocacy, Capital Assets, locally funded projects with costs ineligible to be charged to grant programs that are not included in the OWP.

SACOG manages two primary budgets. The first and largest budget is SACOG's Operations Budget that covers the OWP activities. The Budget/OWP is mainly funded through a combination of formula-based federal and state revenue sources, supplemented by short term specific discretionary and non-discretionary grants and contract funds. The second budget, the Board and Advocacy Budget, includes a portion of technical assistance SACOG provides to its members, the agency's state and federal advocacy efforts, as well as board costs such as per diem and mileage expenses. The Board and Advocacy Budget is primarily funded by annual dues payments from SACOG member cities and counties.

The OWP serves as the primary reference for SACOG's budget and work activities for the upcoming fiscal year (beginning July 1) and as a grant agreement between SACOG and Caltrans for certain formula state and federal funds that support our ongoing operations, planning, and programming activities. The OWP work plan activities for each year align and support SACOG's strategic goals and ensure that SACOG's planned activities are consistent with the amount and purpose of funding sources supporting the work program.

SACOG releases the draft Budget/OWP for public review and comment every year. Staff will provide a summary of any changes resulting from comments received from Caltrans, federal agencies, and other partners' preliminary review, along with any other comments received during the public review period with the draft final version of the Budget/OWP. To receive notification of the draft Budget/OWP sign up for Policy & Innovation Committee notifications at <https://www.sacog.org/pod/sign-notifications>.

Outreach Requirements

Draft Budget and OWP

- Submit the administrative draft OWP to Caltrans, FTA, and FHWA by March 1. In general, the administrative draft is reviewed by the Board of Directors prior to submittal to Caltrans, FTA, and FHWA; however prior board approval is not required.
- The draft budget/OWP shall be reviewed by the board and released for public comment for 30 days during March/April.
 - The public comment period will be noticed through agenda notifications when the draft budget/OWP is taken to committees and the board.
 - The public comment period will be noticed on the SACOG website at www.sacog.org.

Final Proposed Budget & OWP

Once Caltrans, FTA, and FHWA have provided review comments, and the public comment has been received, appropriate revisions are made to the proposed budget and the revised budget proposal is reviewed and

adopted by the SACOG board, then sent along for FHWA approval. The final proposed budget and OWP is finalized no later than June 30. The final Approved Budget and & OWP is then submitted to Caltrans for approval by Caltrans, FTA, and FHWA.

- The public will be notified of the final budget/OWP through a website notification posting and through our typical agenda notification channels when the final draft goes to our committees and board.

Response to Public Input

SACOG will take public comments and address them either individually or consolidated, depending on the volume of comments received. A summary of comments and how they were addressed will be included with the final budget and OWP.

Appendix A: MTIP Public Involvement & Review Requirements

Public Involvement & Review Requirements for the MTIP

	Type 1: Administrative Modification Minor Changes	Type 2/3: Amendment - Funding changes and Exempt Projects
SUMMARY	Changes consistent with Caltrans' administrative amendment procedures	Allowed as a Minor Change e.g. funding changes greater than allowed per Caltrans' administrative procedures
PUBLIC DOCUMENT REVIEW TIME	Not applicable	7 days
DOCUMENT LOCATION FOR PUBLIC REVIEW	Posted on www.sacog.org Hardcopy available upon request	Posted on www.sacog.org Hardcopy available upon request
SACOG COMMITTEE CIRCULATION	Not applicable	RPP Notified TC Notified
PUBLIC HEARING	Not applicable	Not applicable
NOTICE OF PUBLIC HEARING	Not applicable	Not applicable
MEDIA NOTIFICATION OF HEARING	Not applicable	Not applicable
LOCATION OF HEARING	Not applicable	Not applicable
APPROVAL AUTHORITY	Manager	Board (follow by Caltrans & US DOT)
NEW MTIP CONFORMITY DETERMINATION	No	No
NEW REGIONAL EMISSIONS ANALYSIS?	No	No
STAFF PROCEDURES FOR DOCUMENTATION	Signed letter to Caltrans with all applicable statements related to the deliverables below.	Signed letter to Caltrans/FHWA with all applicable statements related to the deliverables below.
	1. Provide documentation showing the changes to project listings before and after the amendment.	1. Provide documentation showing the changes to project listings before and after the amendment.
	SACOG will follow all applicable Administrative Modification procedures as approved by Caltrans and FHWA.	2. Analyze financial data to determine constraint.
		3. Document public involvement process.
		4. Show consistency with MTP.
		5. For funding changes, a statement that the change does not impact scope or conformity analysis of a non-exempt, regionally significant project.
		6. For adding exempt projects, circulation of the document through interagency consultation process with state and federal partners to determine the project is exempt from conformity determination and/or regional emissions analysis.

Public Involvement & Review Requirements for the MTIP

	Type 4: Formal Amendment Conformity Determinations and Relies on a Previous Regional Emissions Analysis
SUMMARY	Adding a regionally significant project to the MTIP when it has already been appropriately accounted for in the regional emissions analysis
PUBLIC DOCUMENT REVIEW TIME	7 days
DOCUMENT LOCATION FOR PUBLIC REVIEW	Posted on www.sacog.org Hardcopy available upon request
SACOG COMMITTEE CIRCULATION	RPP Consensus SACOG Committee SACOG Board
PUBLIC HEARING	Yes
NOTICE OF PUBLIC HEARING	SACOG Website
MEDIA NOTIFICATION OF HEARING	MTIP Stakeholder list
LOCATION OF HEARING	TC or Board
APPROVAL AUTHORITY	Board (follow by Caltrans & US DOT)
NEW MTIP CONFORMITY DETERMINATION	Yes
NEW REGIONAL EMISSIONS ANALYSIS?	No
	Type 4: Formal Amendment Conformity Determinations and Relies on a Previous Regional Emissions Analysis
STAFF PROCEDURES FOR DOCUMENTATION	Signed letter to Caltrans/FHWA with all applicable statements related to the deliverables below.
	1. Provide documentation showing the changes to project listings before and after the amendment.
	2. Analyze financial data to determine constraint.
	3. Document public involvement process.
	4. Show consistency with MTP.
	5. Include MPO conformity determination (resolution) stating that the conformity determination was based on a previous regional emissions analysis.
	6. Include summary of emissions budget test or interim emissions test from currently conforming MTP/SCS and MTIP.
	7. If the formal amendment includes type 2 or 3 changes, include applicable deliverables.

Public Involvement & Review Requirements for the MTIP

	Type 5: Formal Amendment Conformity Determinations and New Regional Emissions Analysis
SUMMARY	Emissions Analysis e.g. add non-exempt, regionally significant project that has not been accounted for in the regional emissions analysis e.g. change in nonexempt, regionally significant project that is not consistent with the design concept and scope or the conformity analysis years
PUBLIC DOCUMENT REVIEW TIME	30 days
DOCUMENT LOCATION FOR PUBLIC REVIEW	Posted on www.sacog.org Hardcopy available upon request
SACOG COMMITTEE CIRCULATION	RPP Consensus SACOG Committee SACOG Board
PUBLIC HEARING	Yes
NOTICE OF PUBLIC HEARING	SACOG Website
MEDIA NOTIFICATION OF HEARING	MTIP Stakeholder list
LOCATION OF HEARING	TC or Board
APPROVAL AUTHORITY	Board (follow by Caltrans & US DOT)
NEW MTIP CONFORMITY DETERMINATION	Yes
NEW REGIONAL EMISSIONS ANALYSIS?	Yes
	Type 5: Formal Amendment Conformity Determinations and New Regional Emissions Analysis
STAFF PROCEDURES FOR DOCUMENTATION	Signed letter to Caltrans/FHWA with all applicable statements related to the deliverables below.
	1. Provide documentation showing the changes to project listings before and after the amendment.
	2. Analyze financial data to determine constraint.
	3. Document public involvement process.
	4. Show consistency with MTP.
	5. Include MPO conformity determination (resolution) and follow standard documentation procedures for conformity determination.
	6. Execute and document the new regional emissions analysis.
	7. If the formal amendment includes type 2, 3 or 4 changes, include applicable deliverables.

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