California Transportation Plan and
Federal Statewide Transportation Improvement Program

Public Participation Plan

Caltrans®

JUNE 2008

California Metropolitan Planning Organizations (MPOs) and Regional Transportation Planning Agencies (RTPAs)

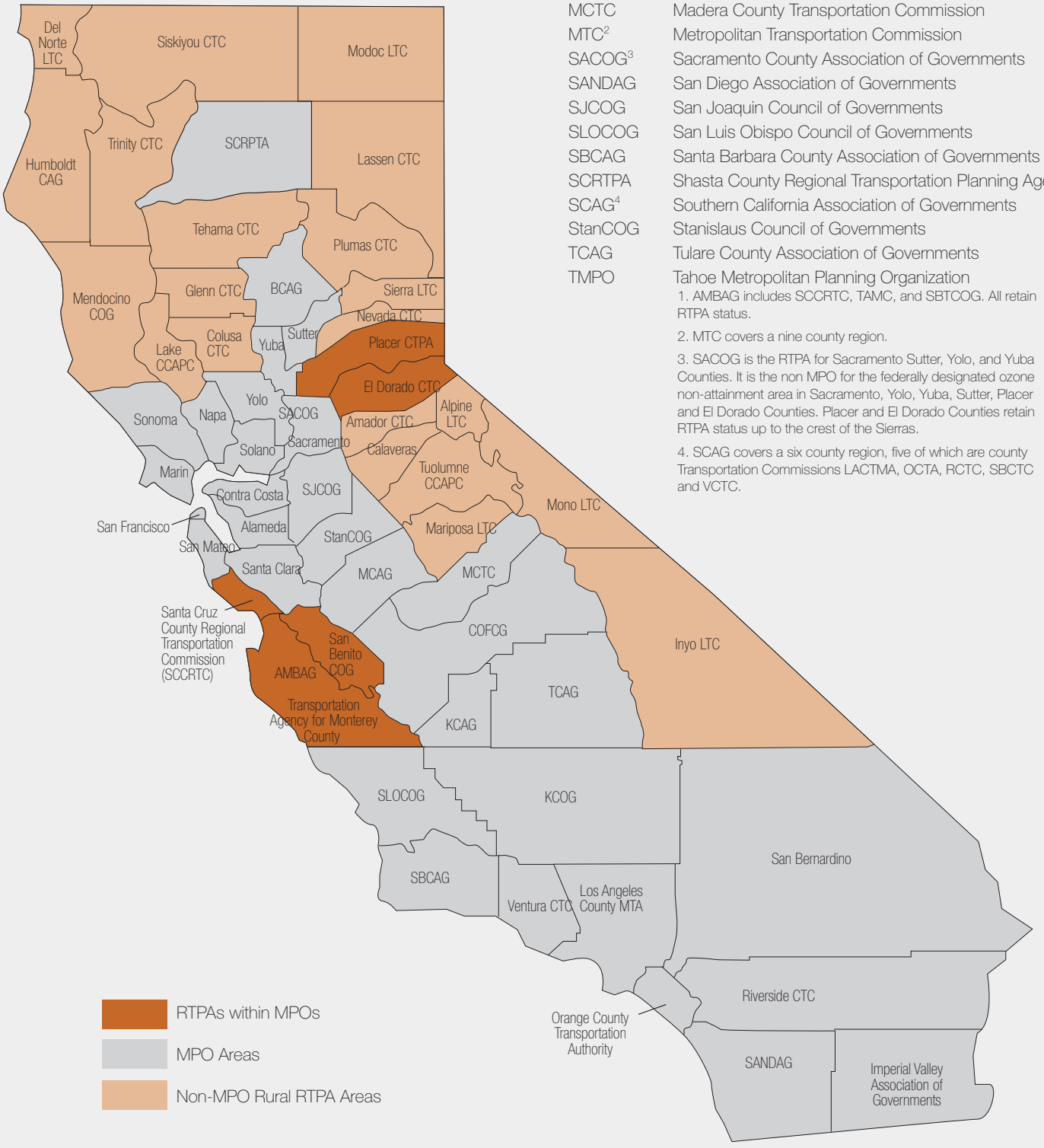
AMBAG[1]	Association of Monterey Bay Area Governments
BCAG	Butte County Association of Governments
COFCG	Council of Fresno County of Governments
KCAG	Kings County Association of Governments
KCOG	Kern Council of Governments
MCAG	Merced County Association of Governments
MCTC	Madera County Transportation Commission
MTC[2]	Metropolitan Transportation Commission
SACOG[3]	Sacramento County Association of Governments
SANDAG	San Diego Association of Governments
SJCOG	San Joaquin Council of Governments
SLOCOG	San Luis Obispo Council of Governments
SBCAG	Santa Barbara County Association of Governments
SCRTPA	Shasta County Regional Transportation Planning Agency
SCAG[4]	Southern California Association of Governments
StanCOG	Stanislaus Council of Governments
TCAG	Tulare County Association of Governments
TMPO	Tahoe Metropolitan Planning Organization

1. AMBAG includes SCCRTC, TAMC, and SBTCOG. All retain RTPA status.

2. MTC covers a nine county region.

3. SACOG is the RTPA for Sacramento Sutter, Yolo, and Yuba Counties. It is the non MPO for the federally designated ozone non-attainment area in Sacramento, Yolo, Yuba, Sutter, Placer and El Dorado Counties. Placer and El Dorado Counties retain RTPA status up to the crest of the Sierras.

4. SCAG covers a six county region, five of which are county Transportation Commissions LACTMA, OCTA, RCTC, SBCTC and VCTC.



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EXECUTIVE SUMMARY

The California Department of Transportation has developed this Public Participation Plan (PPP) for the California Transportation Plan (CTP) and the Federal Statewide Transportation Improvement Program (FSTIP). This PPP supports Caltrans' mission to involve the public in transportation decision making and responds to federal laws and regulations that emphasize public engagement. Developed through input gathered at stakeholder interviews, focus groups, and a broad-based survey, the PPP will guide public engagement for the CTP and FSTIP for the next 3 to 5 years and ensure that future transportation planning and programming reflect public needs.

Educating the public on how transportation decisions are made in California will be at the forefront of Caltrans' CTP and FSTIP public engagement efforts. Many people find the transportation planning and programming process difficult to understand, and they do not know how to get involved in transportation decision making. In order to enlighten the public on these issues, Caltrans will present materials in clear, understandable, and accessible formats. We will also strive to reach a broad spectrum of the public by using diverse outreach tools and techniques that target traditionally underserved populations and specific stakeholder categories as defined in federal regulations. To assure the public that their input counts, we will review and provide appropriate follow-up responses to all public comments. Finally, this PPP will undergo regular review and evaluation to measure its continued effectiveness.

Caltrans and local agencies conduct extensive public engagement throughout the transportation planning and programming process that helps form the CTP. The CTP is the fundamental document that guides California's transportation future by defining the goals, policies, and strategies to achieve our collective transportation vision. Public input on the CTP influences long-range transportation planning policy and, ultimately, the investments made in California's transportation system.

State level planning operates in conjunction with long-range transportation planning at the regional and local level as described in regional transportation plans (RTPs) or metropolitan transportation plans (MTPs). RTPs and MTPs establish regional goals; identify present and future needs, deficiencies and constraints; analyze potential solutions; estimate available funding and propose projects. In addition to long-range plans, Metropolitan Planning Organizations (MPOs) develop short-range, project specific Federal Transportation Improvement Programs (FTIPs). The FSTIP is a statewide compilation of the metropolitan FTIPs and projects in rural counties. Public participation on the FSTIP provides the opportunity to comment on funding and interregional issues and concerns. The scope of this PPP is limited to outlining a process of public engagement for the overall CTP and FSTIP; however, Caltrans provides many other public input opportunities during project implementation.

Public Participation Plan for the California Transportation Plan and
Federal Statewide Transportation Improvement Program

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The California Transportation Plan (CTP) and the Federal Statewide Transportation Improvement Program (FSTIP) are two major products of the California Department of Transportation (Caltrans) transportation planning and programming processes. The CTP is California's long-range transportation planning policy document. Updated every five years, the CTP is not project specific; rather, it shapes the State's transportation vision for the next 20 years or more. The FSTIP is a four-year program of prioritized transportation projects compiled from local and regional long-range plans. The FSTIP reflects the State's transportation vision and goals laid out both in the CTP and in local and regional long-range plans.

Creating the CTP and the FSTIP involves ongoing public feedback. With the public's help, Caltrans developed this Public Participation Plan (PPP) in order to provide the framework for how to engage the general public and stakeholders during the development of the CTP and the FSTIP. Truly meaningful public involvement requires an informed public. Therefore, educating the public on how transportation decisions are made in California will be at the forefront of CTP and FSTIP public outreach activities.

Transportation Planning The process of identifying transportation problems and looking for solutions to those problems.

Transportation Programming The committment of transportation funds (available over a period of several years) to particular projects.

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Caltrans' mission to improve mobility across California includes providing transportation services in an equitable manner to all segments of society. Caltrans emphasizes the fair treatment and meaningful involvement of people of all races, cultures, and income levels, including minority and low-income populations, from the early stages of transportation planning and investment decision making through construction, operation, and maintenance. It is Caltrans' policy to encourage the public to express their needs and concerns so that transportation decisions better reflect community values and interests.

Caltrans also encourages the public to get engaged early in the planning process, particularly at the local level, and to stay involved throughout the many stages of the transportation project development. *Figure 1: Planning and Funding Transportation Projects in California* shows how public involvement occurs throughout the transportation planning and funding process.

Federal laws and regulations require public involvement during the transportation planning and decision-making process. These laws and regulations flow from legislation typically passed every six years that accompanies "reauthorization" of new federal transportation funding. The most recent reauthorization in 2005, the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users* (SAFETEA-LU), affirms the prior emphasis on providing early and continuous opportunities for public comment (for a complete list of the SAFETEA-LU planning rules see Appendix A). Along with SAFETEA-LU, Caltrans follows other laws and policies that support public involvement. These laws and policies include Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and Context Sensitive Solutions, a collaborative, inter-disciplinary approach to transportation decision making that involves all stakeholders, including the public.

To form an effective and comprehensive public participation process, the Caltrans PPP team asked the

In this document, you'll find several boxes with **"keys to public participation success."** These boxes provide key pointers on how to get involved in the transportation decision-making process.

What We Heard

- The public has a high level of interest in transportation planning and programming (particularly local and regional) among all groups.
- The public does not understand how to find information or how to provide input.
- The public has a desire to clearly understand the transportation system and its impacts.
- The public wants to express opinions and have them matter.
- The public wants their input to be meaningful.
- The public prefers the Internet as the main communication medium.

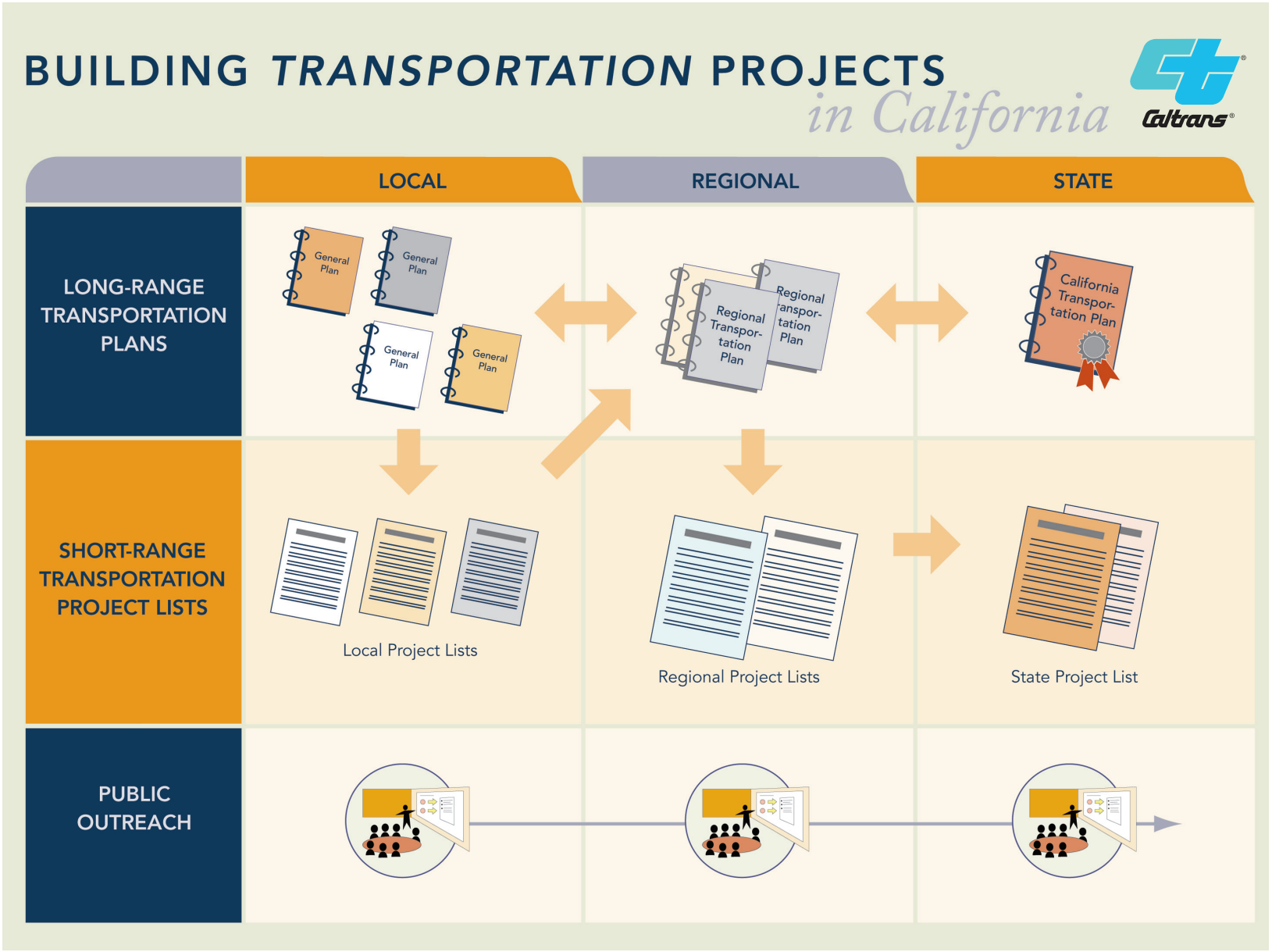
public how they would like to be involved during the development of the CTP and FSTIP. We wanted to find out how much the public already knew about transportation planning and programming, if they were interested in being more involved in these processes, and strategies they thought would be the most effective for public input. To help us gather this information, Caltrans engaged the consulting firm of Moore, Iacofano, Goltsman, Inc. (MIG), a recognized leader in public participation and facilitation.

We used three main methods to involve the public in developing this PPP:

- **Phone interviews** with representatives of key stakeholder groups
- Four **focus groups** held at different locations throughout the State
- A **web survey** open to anyone interested in transportation issues

Summary reports from these three activities can be found at our PPP website at http://www.dot.ca.gov/hq/tpp/offices/osp/ppp.html (seesidebar for highlights of "What We Heard" from the public).

FIGURE 1: Planning and Funding Transportation Projects in California



Our outreach activities gave us valuable insight into how the public perceives its role in transportation planning and programming.

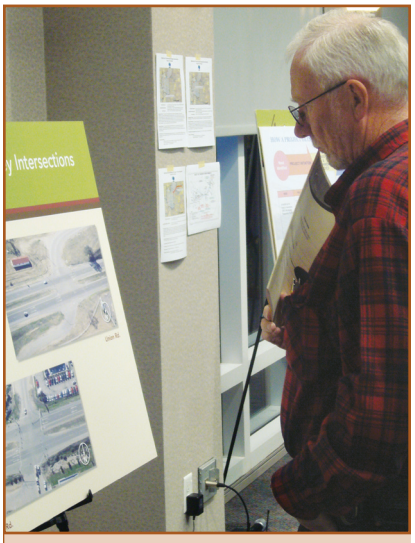
People want to provide meaningful input into California's transportation planning and programming process. However, many find transportation planning and programming confusing, and they do not understand how and when to get engaged. Some also expressed skepticism as to whether their input would really make a difference. In response to this input, we have developed the following principles to guide our public engagement efforts:

- Clarify the transportation planning and programming processes.
- Show the impact and relevance of transportation issues to the public.
- Explain how and when the public can influence State, regional, and local transportation policies and projects.
- Reach a broad spectrum of California's diverse population.
- Evaluate continually the effectiveness of the public participation process.

The following general strategies will build on these principles to ensure a comprehensive, meaningful, and responsive public participation process.

Generate Interest Through Connections

To generate interest in the CTP and FSTIP, public outreach activities must demonstrate how these documents are relevant to people's daily lives. Often when the public is invited to comment on transportation plans and programs, the complexity and volume of materials discourages them from further investigation—bureaucratic documentation creates a sense of detachment that is difficult to overcome. Clearly showing how transportation relates to quality of life issues can help the public make connections to the CTP and the FSTIP. For example, a CTP newsletter could feature an article on transportation's effects on public health.



Get Involved Early! Early and continuous involvement means your input will have greater influence on transportation decision making.

What the Public Wants To Know:

- What is the CTP or the FSTIP? Why are these documents important to the State, to the region, to the city, to me?
- What is in the document? How is it organized? How can I find out about a particular project or what is being planned for my area?
- How does the CTP or the FSTIP fit in with local and regional plans and programs? Isn't it too late for my input at the statewide level?
- How do these projects get paid for?
- What type of input does Caltrans want from me, and by when? Do I have the ability to change the details of a project that is in the FSTIP?
- Why is commenting on this CTP or FSTIP worth my time?
- How will Caltrans address my comments?

Visualization Techniques

- Process graphics or wallgraphics
- Maps
- Flowcharts
- Photo simulations
- Audience response systems (clicker technology)
- Interactive displays
- Artist renderings and drawings
- Scenario planning

Simplify Educational Materials and Utilize Visualization Techniques

We can increase public interest in the CTP and the FSTIP if we clarify the transportation planning and programming processes. To make these complicated procedures more accessible, we will develop educational materials that simplify transportation planning and programming and answer questions such as those shown in the sidebar. Those wanting more in-depth explanations of these activities will be directed to more detailed reference documents.

Another way to help the public understand transportation planning and programming is to incorporate visualization techniques whenever possible, both on the web and in printed materials. Visuals such as charts, graphs, drawings, photos, and process graphics often convey technical information, complex ideas or concepts more effectively than a narrative format. The sidebar includes some of the visualization techniques we plan to use during public outreach. Appendix B shows a visual example of one of these techniques—a wallgraphic created during a typical community planning session.

Be Transparent

The public should be able to access transportation planning and programming documents easily, find out about public involvement opportunities, and know that their comments are acknowledged. Because public involvement for the CTP and the FSTIP covers the entire State, the Internet offers the most practical communication method. The public confirmed this assumption during our outreach activities, as when they told us that they prefer web communication to all other methods. Therefore, a comprehensive web portal will provide the focus for our public participation efforts. The web portal will include the following features:

- User-friendly and attractive interface
- Clear information about statewide, regional, and local transportation planning and programming
- Fact sheets, online newsletters and/or a Frequently Asked Questions (FAQ) page
- A calendar and schedule of public outreach activities
- Timelines and "next steps" outlining the planning process
- Links to other planning and programming documents of interest to the public
- Public comment forms (with immediate acknowledgment of receipt and timely response)
- Signup forms for further information and updates via email or webfeed
- Contact names and phone numbers
- A format that can be linked to software for the visually impaired
- Availability of alternative formats (e.g., a printed and mailed version of the website material)
- Continual updating

Use Diverse Outreach Tools

While a comprehensive and dynamic online presence will be the focal point of our public participation efforts, we recognize that to reach a broad spectrum of the public we must employ a wide range of outreach techniques. The sidebar lists some of the many tools that we will use to engage the public. In addition to these tools, on an as-needed basis we also will provide language assistance to participants whose first language is other than English, provide documents in alternate formats to those with sensory disabilities, and provide disability assistance at workshops. We will also strive to make workshops and focus groups as open to as many people as possible by choosing easily accessible locations and accommodating nontraditional work schedules.

Where to find us!

For the latest on the CTP and the FSTIP go to our websites at:

http://www.dot.ca.gov/hq/tpp/offices/osp/ctp.html

and *http://www.dot.ca.gov/hq/transprog/fedpgm.htm*

Public Outreach Toolbox

- Dynamic website
- Email blasts
- Focus groups
- Regional workshops
- Stakeholder and community group presentations
- Connecting with trusted community leaders
- Mainstream and ethnic media outreach
- Newsletters
- Surveys

Get Connected!

Chances are there are other people that share your transportation concerns. To increase the impact of your input, join up with a community or advocacy group that represents your interests.

Interested Parties Under Federal Regulations

- Citizens
- Affected public agencies
- Representatives of public transportation employees
- Freight shippers
- Private providers of transportation
- Representatives of users of public transportation
- Representatives of users of pedestrian walkways and bicycle transportation facilities
- Representatives of the disabled
- Providers of freight transportation services

tional work schedules. Appendix D includes a more detailed description of the potential outreach methods we will use during CTP and FSTIP public participation efforts.

Engage the Traditionally Underserved

Limited transportation access, childcare necessities, work schedules, and language barriers are just some of the hurdles that keep traditionally underserved populations from attending workshops and focus groups. We plan to provide meaningful public involvement opportunities to minority and low-income populations. Effective strategies aimed at minority and low-income communities include actively engaging members at community gathering places, advertising in ethnic media, providing outreach materials at transit facilities, and communicating through trusted community leaders. In all cases we must clearly show how the CTP and FSTIP are relevant to minorities and low-income populations.

Another approach toward reaching traditionally underserved groups is to build upon existing Caltrans outreach efforts. For example, the Environmental Justice: Context-Sensitive Planning grants program promotes the direct involvement of low-income, minority, and Native American communities. Many of these groups have websites, email lists, and meetings that could be used to solicit input on the CTP or FSTIP.

Engage Specific Stakeholder Groups

An essential component of the public participation process is the active engagement of stakeholder groups. Members of environmental associations, business alliances, community organizations and other groups often have a considerable investment in transportation issues and can offer valuable feedback in the planning process. Appendix E provides a matrix with recommended outreach methods, special considerations, and topics of high interest particular to specific stakeholder categories. This matrix includes recommended strategies for the "category" of interested party (see sidebar) called out in the federal regulations found in Appendix A. For example, in our research for this plan, freight shippers told us that one of their main concerns was better education for the public on freight issues. A recommended strategy for engaging freight shippers is to give briefings to their statewide and regional groups. These briefings

will be tailored to address their specific concerns, such as how freight issues will be addressed in the CTP.

Respond to Public Comments and Provide Accountability

The public wants to know what impact their input will have and how it will be addressed. We are committed to reviewing and providing appropriate follow-up responses to every comment we receive. Responses will vary depending upon the nature of the response and the type of comments solicited. We have outlined the following protocol for sorting and responding to user comments:

- **Specific comments on the CTP or FSTIP will be addressed either individually or as part of a more general response.** As an example, in the development of the current CTP, a recurring comment was "provide more transportation choices." This comment heavily influenced the formation of the goals and selection of strategies included in the approved plan. A newsletter article highlighted the effect that this comment had on the plan in order to demonstrate to the public the practical impact of their input.
- **Questions or comments that do not apply to the CTP or FSTIP will be directed to the proper Caltrans contact.** For example, during past outreach for the CTP, Caltrans staff received questions about the need for, or the status of, a specific transportation project. These kinds of questions will be referred to the Caltrans district serving that area.
- **In some cases, a comment may be appropriate to the CTP or FSTIP but fall outside the scope of the current update.** In such cases, the issue will be acknowledged, documented and addressed in a future plan or program.
- **All comments received during outreach activities will be available for viewing on the CTP and FSTIP websites.**

Comments we received on the draft of this PPP and how they were addressed are included in Appendix C.

Evaluate and Update the Public Participation Plan on a Regular Basis

Caltrans is committed to a continuous review of comments received and an ongoing evaluation of the CTP/FSTIP Public Participation Plan and the public involvement process. We anticipate updating the process every three to five years or as appropriate, and we will gauge the effectiveness of public outreach activities by asking the public to fill out an evaluation at the conclusion

of each event. The evaluation will include questions similar to the ones below:

- Did you have an opportunity to participate?
- Did you have a voice in the planning and programming efforts?
- Did you understand the issues?
- Did you feel that Caltrans was responsive to your comments?
- Were you satisfied with the results of the event?

Feedback from individual outreach activities will input future development of the PPP.

Planning California's transportation system requires extensive coordination between Caltrans and a host of local and regional planning agencies. Regional planning agencies are called Metropolitan Planning Organizations (MPOs) and/or Regional Transportation Planning Agencies (RTPAs) depending on the size (geographically and by population) of the area that the agency serves. The front inside cover of this document has a map of all of California's MPOs and RTPAs. Caltrans and the regional agencies conduct extensive public outreach throughout the transportation planning process to ensure that California's transportation policies and programs match the public's needs. Many of these same regional agencies are engaged in Regional Blueprint Planning workshops that allow the public to visualize scenarios for their region and then create their collective vision. *Table 1: PPP, CTP and FSTIP Public Involvement–The Nuts and Bolts*, illustrates opportunities for the public to get involved in the development of major CTP and FSTIP products.

California Transportation Plan

The California Transportation Plan (CTP) is the fundamental document for guiding our State's transportation future.

The CTP is a long-range policy plan that presents a vision for California's transportation system. Developed in collaboration with the public and our transportation partners and stakeholders, the CTP defines the goals, policies, and strategies essential to achieve that vision. It provides a common framework to guide transportation decisions and investments that enhance our economy, support our communities, and protect our environment. The CTP involves cooperation with the State's regional transportation planning agencies, is influenced by the regional planning process, and provides guidance for developing future regional transportation plans. As defined by State statute, the CTP is not project specific. The CTP is developed by Caltrans and approved by the Governor or the Governor's designee.

Get Involved Locally! Check out your RTPA or MPO's website. See Appendix F for a list of California's MPOs and RTPAs and links to their websites.

Get Informed!
Review your RTPA or MPO's long-range plan or PPP by visiting their website.

Regional Long-Range Planning

The Regional Transportation Plan (RTP), also called a Metropolitan Transportation Plan (MTP) or Long-Range Transportation Plan, is the mechanism used in California by both MPOs and RTPAs to conduct long-range (minimum of 20 years) planning in their regions. The purpose of the RTP is to establish regional goals; identify present and future needs, deficiencies, and constraints; analyze potential solutions; estimate available funding and proposed investments. The RTP presents a primary avenue for public participation in the long-range transportation planning process. As mandated by federal law, all MPOs have a documented plan to ensure that the public can participate in the development of RTPs.

Federal Programming

In conjunction with their long-range plans, MPOs also develop short-range programs commonly referred to as Federal Transportation Improvement Programs (FTIPs). FTIPs are project specific and identify funding that is available and committed to projects. Each MPO provides an opportunity for public comment before finalizing its FTIP.

The FSTIP is a statewide compilation of all the regional FTIPs and projects in rural counties. The FSTIP spans a defined period of time (currently four years) and reflects prioritized projects based on available funding. Currently, Caltrans updates and amends the FSTIP every even year (see *Table 2: Programming: Soup to Nuts* for the FSTIP update and amendment processes). During each update, the FSTIP is made available for public review and comment for approximately 14 to 30 days. Because federal law requires that Caltrans either include or exclude these regional programming documents without alteration, the FSTIP itself provides limited opportunity to adjust specific projects included in individual FTIPs. The value of public review and comment on the FSTIP lies instead in the opportunity to view upcoming transportation projects from

TABLE 1: PPP, CTP and FSTIP Public Involvement—The Nuts and Bolts

What	When	Where	How	Why
PPP Extensive public participation plan developed and executed over many months to provide early and continuing opportunities to comment.	During updates, every 3-5 years	• Draft PPP is released on Caltrans website for 45-day statewide public review. • Caltrans responds to comments as appropriate.	Use a range of methods such as: • Telephone interviews with key stakeholders • Regional focus groups • Web surveys	• Determine the most effective methods for engaging the public in the development of the CTP/FSTIP. • Influence how the public participates in CTP/FSTIP development.
CTP The State's long-range transportation planning policy document.	During updates, every 5 years	• Opportunities to participate on the Caltrans website during early CTP development. • Input at appropriate regional workshops across the State (i.e., rural, urban, coastal, southern, northern, and central). • Comments on draft CTP that is posted on web for 45-day public review. • Caltrans responds to comments as appropriate.	Use a wide range of outreach techniques such as: • Dynamic website that is readily accessible • Email blasts • Focus groups • Regional workshops • Stakeholder group presentations • Media outreach • Surveys	• Educate the public about State transportation issues and the planning and programming processes. • Identify the public's transportation concerns and where the public would like the State to invest its transportation dollars. • Influence long-range state transportation planning vision, policy and priorities.

TABLE 1: PPP, CTP and FSTIP Public Involvement—The Nuts and Bolts *(continued)*

What	When	Where	How	Why
CTP Amendments Interim updates to the State's long-range transportation planning policy document based on new requirements.	As directed by federal statute (i.e., SAFETEA-LU)	• There are similar opportunities to participate on the Caltrans website; a limited number of regional workshops; and a 45-day public review of the draft CTP on the Caltrans website. • Caltrans responds to comments as appropriate.	Use similar outreach techniques as for the CTP but on a more limited scale than a formal CTP update.	• Educate the public about new federal requirements and where there are gaps in new requirements. • Gain consensus on framework or focus for the vision, policy, and priorities of the next full CTP Update.
FSTIP Update Project-specific list of MPO short-range programs and rural projects based on available funding.	Typically, every other year, during October of even years	Options include: • Websites of individual MPOs and/or RTPAs (See Appendix F) • Caltrans' Transportation Programming website • Caltrans' District Offices • State Clearinghouse • Internet • Library distribution —State & Caltrans	Options include: • E-mail notifications • Hard-copy available at selected locations • Attending public meetings, workshops, presentations • Library distribution —State & Caltrans	• Opportunity for interested parties to comment on statewide programming document • Enables informed decision making
FSTIP Amendments Amendments are changes in scope, cost, and schedule that require public review.	Processed as needed for major changes	Options include: • MPO and/or RTPAs websites • Caltrans' Transportation Programming website • Caltrans' District Offices	Options include: • Web postings • Review and comment	• Opportunity for interested parties to comment on changes in scope, cost, and schedule • Enables informed decision making

a statewide perspective. In other words, by providing a comprehensive overview of regional projects and programs, the FSTIP shows the "big picture" of California's future transportation investments. This allows the public to see the relationships between connecting regions and to understand the nature of project funding. The FSTIP is approved by the Federal Highway Administration (FHWA) and Federal Transit Authority (FTA).

Following approval of the FSTIP, amendments are processed as needed. An amendment is any major change in project cost, scope, or schedule. Amendments to the FSTIP are processed according to Amendment Modification Guidelines developed in cooperation and consultation with FHWA, FTA, and individual MPOs (see the FSTIP website for more information). Periodically, minor changes (administrative modifications) are processed that do not require public review.

FSTIP amendments are available for public comment concurrent with, or subsequent to, the public comment period for individual FTIP amendments. Amendments for projects in rural counties are available for public comment via the Internet at the State level and/or the regional level.

Other Public Involvement Opportunities

In addition to the CTP and FSTIP, a wide range of planning and programming documents provide excellent opportunities for early public involvement. The importance of these additional outlets cannot be overestimated—by their very nature, these regional and local efforts offer individuals more opportunities to directly influence their neighborhoods and communities. *Figure 2: Public Involvement Opportunities in California* lists a few of those additional resources. These planning and programming processes are also critical elements leading to development of the FSTIP. Because

regional plans and programs are developed and approved before the FSTIP process begins, participation during these public involvement efforts provides an earlier, and perhaps more valuable, opportunity for public input.

Stay Involved Beyond Planning and Programming

Opportunities for public involvement extend beyond planning and programming efforts, and include public input during project implementation. Caltrans has a number of policies, including Context Sensitive Solutions (CSS), that encourage design and operations to respond to community values where State highways serve as main streets. There are also opportunities to stay involved in other project implementation activities, such as construction and maintenance. Members of the public can check their local Caltrans office to find out how to be involved in the following project implementation opportunities:

- Operations and Design
- Environmental Review
- Construction and Maintenance

Stay Involved!

Public Involvement doesn't end when projects are programmed. Go to the Caltrans home webpage at http://www.dot.ca.gov/ to locate your Caltrans district and to find out how you can be involved during Project Implementation. The inside back cover of this Plan has a map that shows the location of all the Caltrans districts.

TABLE 2: Programming: Soup to Nuts

FSTIP Update process *(process and timeframes may vary)*

Step	1	2	3	4	5
Action	MPOs submit FTIPs to Caltrans. Caltrans develops rural project lists.	FSTIP public comment period	Caltrans submits FSTIP to FHWA and FTA.	FHWA and FTA approve FSTIP.	Caltrans posts approved FSTIP.
Timeline	Typically by August 1 of even number years	14 - 30 days (typically August even years)	Typically September/October even years	Within 30 days	Within 7 days
Where to Find It	Websites: MPO and RTPA* FSTIP**	FSTIP Website** State library, Caltrans library			FSTIP Website**

TABLE 2: Programming: Soup to Nuts *(continued)*

FSTIP Amendment Process for Metropolitan Planning Organization Region *(process and timeframes may vary)*
FSTIP amendments are major changes to projects that require public review.

Step	1	2	3	4	5	6	7	8
Action	MPO informs Caltrans of public comment period for draft FTIP amend-ment.	Caltrans posts notice of FSTIP amend-ment to the FSTIP website.	Public reviews the draft FSTIP.	MPO submits final FTIP amend-ment to Caltrans for review.	Caltrans forwards FTIP amend-ment & recom-menda-tion for inclusion in FSTIP to FHWA/ FTA.	Caltrans posts the FTIP amend-ment & FSTIP recom-mendation to FSTIP website.	FHWA/FTA responds to FSTIP recom-mendation. Approval constitutes inclusion of changes in the FSTIP.	Caltrans posts the FHWA/FTA approval letter to FSTIP website.
Timeline	Varies by MPO	Within 7 days	Varies by MPO. Typi-cally 14-30 days	Varies by MPO	Within 30 days	Within 7 days	Within 30 days	Within 7 days
Where to Find it	MPO's website and other venues as required by the MPOs Public Par-ticipation Plan*			MPO's Website*	FSTIP Website**	FSTIP Website**		FSTIP Website**

** Refer to Appendix F for website information.*

*** See FSTIP Website at http://www.dot.ca.gov/hq/transprog/fedpgm.htm*

TABLE 2: Programming: Soup to Nuts *(continued)*

FSTIP Amendment Process for Rural Counties

FSTIP Amendments are major changes to projects that require public review.

Step	1	2	3	4	5
Action	Caltrans provides project lists to rural county RTPA. RTPA conducts public notice for air quality conformity as required.	Caltrans prepares FSTIP amendment. Caltrans will post a notice of FSTIP amendment to the FSTIP website. The draft FSTIP amendment and Caltrans recommendation will also be posted on the FSTIP website for public review.	Caltrans forwards FSTIP amendment and recommendation to FHWA and FTA for approval.	FHWA and FTA respond to FSTIP recommendation.	Caltrans posts FHWA/FTA approval letter to FSTIP website.
Timeline	Varies	Amendments will be prepared quarterly. Amendments will be posted for 14 days for public review.	Within 7 days of completion of public review	Within 30 days	Within 7 days
Where to Find It	RTPA Websites*	FSTIP Website**			FSTIP Website**

** Refer to Appendix F for website information.*

*** See FSTIP Website at http://www.dot.ca.gov/hq/transprog/fedpgm.htm*

FIGURE 2: Public Involvement Opportunities in California

PUBLIC INVOLVEMENT OPPORTUNITIES *in California*

In addition to the California Transportation Plan (CTP), the Federal Transportation Improvement Program (FTIP), and the Federal Statewide Transportation Improvement Program (FSTIP), the following planning and programming documents provide an excellent opportunity for public involvement (Check Caltrans as well as regional and local agencies' websites for announcements on planning and programming efforts as they occur):

PLANNING

Transportation planning refers to the process of identifying transportation problems and creating appropriate long-term solutions to those problems. Planning efforts where you can get involved are:

- Regional Transportation Plans (RTPs) or Metropolitan Transportation Plans (MTPs)
- Tribal Transportation Plans
- Regional Blueprint Plans
- Corridor System Management Plans (CSMPs)
- Transportation Concept Reports (TCRs)
- Corridor Planning Studies
- Congestion Management Agency Plans
- Short and Long-range Transit and Rail Plans
- Local General Plans

PROGRAMMING

Programming is the process of scheduling and funding projects envisioned in long-range transportation plans by committing expected revenues to transportation projects over several years. Programming efforts where you can get involved are:

- *State Transportation Improvement Program (STIP)*
- *Interregional Transportation Improvement Program (ITIP)*
- *Regional Transportation Improvement Program (RTIP)*
- *State Highway Operation and Protection Program (SHOPP)*
- *Local capital improvement programs*

No Smoking/Food/Drink
EXIT
Millbrae

NON-METROPOLITAN LOCAL OFFICIALS, GOVERNMENTS AND OTHER AGENCIES

While not technically considered public participation, SAFETEA-LU reaffirmed that consultation efforts with non-metropolitan local officials and Tribal Governments ensures that rural and tribal issues are addressed. Caltrans recognizes the need to consider consultation in these areas as well as with various resource agencies for future statewide long-range transportation planning and programming efforts and documents those processes here.

Consultation with Non-Metropolitan Planning Agencies and Local Officials

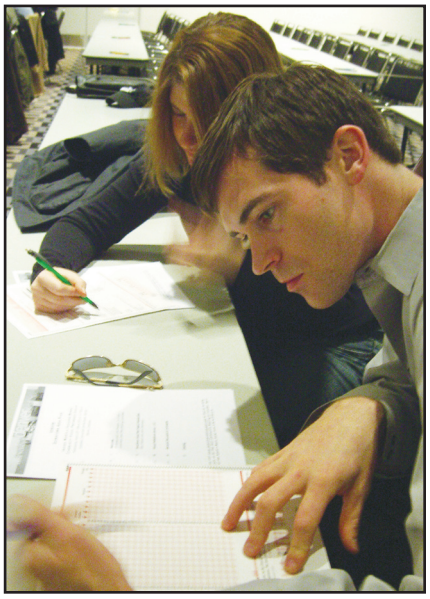
Regulations require the State to provide for non-metropolitan local official participation in the development of the long-range statewide transportation plan and the FSTIP, and to develop a documented process for consulting with non-metropolitan local officials.

Caltrans consulted with the metropolitan and non-metropolitan planning agencies during the updates of the CTP 2025 and the CTP 2030, and will continue to consult with them on substantive changes to statewide transportation plans and programs. Caltrans will continue to consult with the non-metropolitan regional agencies and local officials as required by FHWA and FTA, and as expressed in the Non-Metropolitan Local Official Consultation Process adopted January 28, 2004 (Appendix G).

Tribal Government Consultation

While Caltrans continues to encourage outreach for Native American participation in long-range transportation planning and programming, federal regulations require, and SAFETEA-LU reaffirm, the requirement for the State to engage Tribal Governments in government-to-government consultation. Caltrans consulted with Tribal Governments during recent statewide transportation planning updates and will continue to enhance ongoing consultation efforts with Tribal Governments in future updates.

Caltrans consulted with Tribal Governments at regional meetings



statewide (in the north, central, and south regions) during the last CTP update in order to ensure that their perspectives and issues were addressed. In addition, tribal leadership participated on the Policy Advisory Committee (PAC) as well as the Consultation Meeting for the CTP 2030 Addendum (approved in October 2007). Every effort will be made to ensure that Tribal Government perspectives and issues are addressed early in future updates to the CTP.

Resource Agency Consultation

Caltrans consulted with natural resources and environmental agencies during the development of the CTP 2030 Addendum to support the SAFETEA-LU requirement to consult and compare plans, maps, and data. We also proposed a seamless process for bridging transportation planning with environmental planning and resource planning efforts. During the development of the next CTP update, we will continue to consult with federal, State, and tribal governments and wildlife, land management, and regulatory agencies to identify environmental mitigation activities and areas with the greatest potential to restore and maintain the environmental functions affected by our activities. The goal and focus of that CTP update will be to encourage and refine efforts in considering environmental issues early in the transportation planning process and to expand the framework to support implementation of the consultation process.

Consultation: The Next Step

Caltrans began its consultation effort for the CTP by conducting a meeting with tribal, environmental and resource agencies during the development of the CTP 2030 Addendum (see Consultation Meeting: A First Step in CTP 2030, p. 21). The agencies that participated in that January 2007 effort are included in the Consultation Stakeholder Participants list included in Appendix H. This consultation process will be further expanded in scope during future updates of the CTP. We will also append independent efforts that document progress in updating any consultation process to the PPP.

APPENDIX A

23 Code of Federal Regulations (CFR) §450.210

23 CODE OF FEDERAL REGULATIONS (CFR) §450.210

Federal Register/Vol. 72, No. 30/

Wednesday, February 14, 2007/ Rules and Regulations § 450.210
Interested parties, public involvement, and consultation

(a) In carrying out the statewide transportation planning process, including development of the long-range statewide transportation plan and the STIP, the State shall develop and use a documented public involvement process that provides opportunities for public review and comment at key decision points.

(1) The State's public involvement process at a minimum shall:

(i) Establish early and continuous public involvement opportunities that provide timely information about transportation issues and decision making processes to citizens, affected public agencies, representatives of public transportation employees, freight shippers, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, providers of freight transportation services, and other interested parties;

(ii) Provide reasonable public access to technical and policy information used in the development of the long-range statewide transportation plan and the STIP;

(iii) Provide adequate public notice of public involvement activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed long-range statewide transportation plan and STIP;

(iv) To the maximum extent practicable, ensure that public meetings are held at convenient and accessible locations and times;

(v) To the maximum extent practicable, use visualization techniques to describe the proposed long-range statewide transportation plan and supporting studies;

(vi) To the maximum extent practicable, make public information available in electronically accessible format and means, such as the World Wide Web, as appropriate to afford reasonable opportunity for consideration of public information;

(vii) Demonstrate explicit consideration and response to public input during the development of the long-range statewide transportation plan and STIP;

(viii) Include a process for seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services; and

(ix) Provide for the periodic review of the effectiveness of the public involvement process to ensure that the process provides full and open access to all interested parties and revise the process, as appropriate.

(2) The State shall provide for public comment on existing and proposed processes for public involvement in the development of the long-range statewide transportation plan and the STIP. At a minimum, the State shall allow 45 calendar days for public review and written comment before the procedures and any major revisions to existing procedures are adopted. The State shall provide copies of the approved public involvement process document(s) to the FHWA and the FTA for informational purposes.

(b) The State shall provide for nonmetropolitan local official participa-

tion in the development of the long-range statewide transportation plan and the STIP. The State shall have a documented process(es) for consulting with non-metropolitan local officials representing units of general purpose local government and/or local officials with responsibility for transportation that is separate and discrete from the public involvement process and participation in the development of the long-range statewide transportation plan and the STIP. Although the FHWA and the FTA shall not review or approve this consultation process(es), copies of the process document(s) shall be provided to the FHWA and the FTA for informational purposes.

(1) At least once every five years (as of February 24, 2006), the State shall review and solicit comments from nonmetropolitan local officials and other interested parties for a period of not less than 60 calendar days regarding the effectiveness of the consultation process and any proposed changes. A specific request for comments shall be directed to the State association of counties, State municipal league, regional planning agencies, or directly to nonmetropolitan local officials.

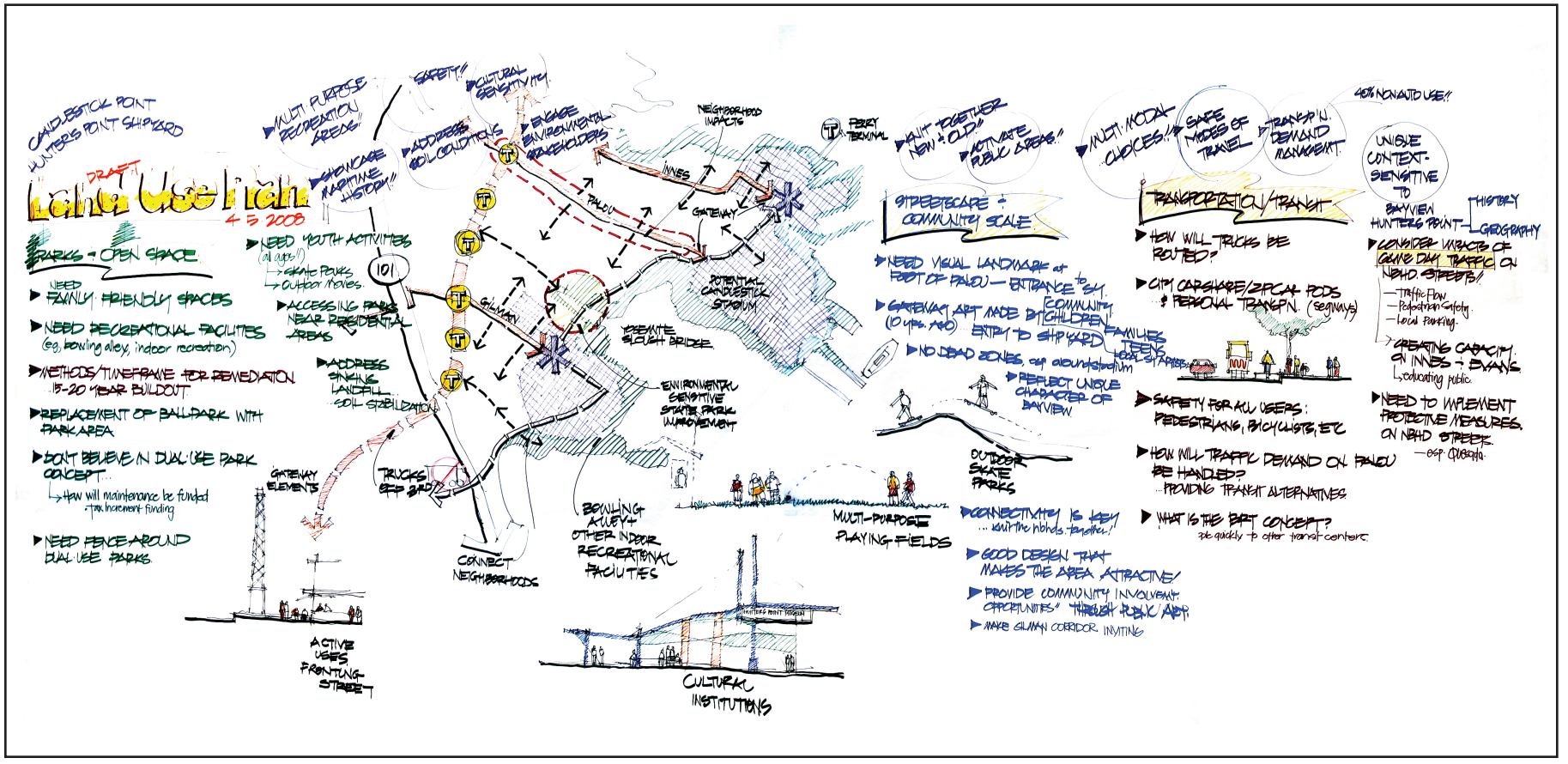
(2) The State, at its discretion, shall be responsible for determining whether to adopt any proposed changes. If a proposed change is not adopted, the State shall make publicly available its reasons for not accepting the proposed change, including notification to nonmetropolitan local officials or their associations.

(c) For each area of the State under the jurisdiction of an Indian Tribal government, the State shall develop the long-range statewide transportation plan and STIP in consultation with the Tribal government and the Secretary of Interior. States shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with Indian Tribal governments and Federal land management agencies in the development of the long-range statewide transportation plan and the STIP.

APPENDIX B

Visualization Example: Wallgraphic

VISUALIZATION EXAMPLE: WALLGRAPHIC



APPENDIX C

Comments to Draft Public Participation Plan and Responses

COMMENTS TO DRAFT PUBLIC PARTICIPATION PLAN AND RESPONSES

Note: Comments are unedited.

Question: The PPP provides meaningful public involvement in Caltrans planning and programming processes. (multiple choice response). If you have additional general comments, please write them in provided space.

Comment

In general, I will believe it when I see it. In general, Caltrans staff generally doesn't follow the context sensitive guidelines that are in place at this time. Now there is a whole new program that staff will generally ignore as well. Good luck in implementing.

The group was very interesting and it explained why and how the Departments work and try to coordinate the plans.

Public media is almost totally absent; people in general have no idea of the issues or proposed solutions. There is no organized process for general feedback.

"Bureauspeak" or terms familiar to agency presenters, engineers or those trying to communicate projects is often a roadblock to getting the general public engaged or in support of the project. Understanding the laws, regulations and process used by…

I have not known how to be involved in decisions about my town, Forestville, which is controlled by Caltrans since Highway 116 runs through the center of town.

I have been to many a civic meeting where people's wishes are ignored and eminent domain abuses are being committed. I think it is tragic that people are left with the balance of their mortgages to file bankruptcy and face homelessness.

Spend money on streets, roads, and highways, stop wasting tax money on fancy lighting for the Coronado Bridge. Good highways and lighting for safety, not wasted resources.

The PPP seems to overlook existing mechanisms for public interaction with transportation-based programs. Examples would be DMV office, CHP and DFA Inspection Facilities. Using only new outreach methods limits the exposure of the PPP.

Response

Several written comments expressed frustration with the transportation planning process and what is perceived as a lack of opportunity for public participation. The Public Participation Process (PPP) for the California Transportation Plan (CTP) and the Federal Statewide Transportation Improvement Program (FSTIP) provides information to educate and guide the public through various key decision points in the CTP and FSTIP process. The PPP encourages individuals to become involved in the transportation planning process at the earliest possible stage, usually the local level. To facilitate this participation, links are provided to Regional Transportation Planning Agencies (RTPAs) and Metropolitan Planning Organizations (MPOs) for all areas of the State. Individuals are also encouraged to contact their local Caltrans office to find out how they can continue to be involved in project implementation opportunities.

The PPP does not contain an exhaustive list of avenues for public interactions. Rather, it does specify various strategies that can be used to facilitate public outreach. Specific outlets such as DMV, CHP, etc. are not excluded and will certainly be considered where appropriate.

The final version of the PPP has been rewritten in a more conversational tone, eliminating much of the "bureauspeak" or technical jargon in an effort to make it more "user friendly."

Question: The PPP sufficiently addresses the potential outreach methods that may be employed during the CTP and FSTIP public participation process.

Comment

Looks good.

Public hearings are staged in arcane language designed only for local boards who I suspect do not understand the underlying implications of [what] they are making decisions on.

I was not aware of the current public comment opportunity on the CTP and FSTIP until I came to the Caltrans website looking for something else. I've been actively involved in local Caltrans projects and plans, read three local newspapers and listen to local…

The PPP relies on only two, very narrow methods: a webpage and meeting with selected Focus Group members. You should consult District project development staff and HQ Environmental staff about their experience using many other methods.

I hope there will be opportunity for public participation in the decision as to whether to install traffic light or roundabout at #116 and Mirabel. I strongly favor a roundabout!

I have been sent around in circles with vague responses. I find this question insulting to my intelligence. I say fire the PPP and cut out the government fat.

Spend money on streets, roads and highways, stop wasting tax money on fancy lighting for the Coronado Bridge. Good highways and lighting for safety, not wasted resources.

Work for responsible people who are willing to work more if the project calls for it for a mission accomplished and getting the job done.

Please see prior comment. There are also existing stakeholder interactions that are not included, such as regular meetings between BTH Agency departments. ARB, CHP, and DMV hold regular stakeholder meetings with open agendas that can be used for ….

Response

Based on comments, there appears to be confusion between the methods used to determine how the public wants to be involved, proposed methods for the PPP, and local transportation project concerns.

In order to develop the PPP, Caltrans first had to ask the public how they wanted to be involved in the development of the CTP and FSTIP, and what strategies would be most effective for generating public input. To obtain the initial information, Caltrans worked with a consulting firm Moore Iacofano Goltsman, Inc. and used several methods to interact with the public and solicit input. These included focus groups, web surveys, and interviews with stakeholder groups, etc. This was a separate process from the actual public outreach used to distribute the PPP.

Public outreach for the CTP and FSTIP is designed to educate and inform the general public as well as stakeholders. In order to reach a wide and diverse audience, public outreach for the PPP was conducted using Townsquare ™ web technology to create a special Public Participation Process webpage. Invitations were distributed via e-mail blasts and letters to stakeholders and other interested parties soliciting comments on the proposed PPP. Copies of the PPP were also made available upon request.

The PPP emphasizes early involvement in the transportation planning process and provides contact information for the metropolitan planning organizations and regional transportation planning. These agencies often have citizen advisory groups and other avenues for public participation that allow interested parties to become involved in transportation planning much earlier in the process than the FSTIP.

Question: Given these methods, you will have sufficient opportunity for input to influence the final CTP or FSTIP (multiple-choice response). If you have additional general comments, please write them in provided space.

Comment

We probably provide too much opportunity for public input. The public rarely knows or understands what is "best" for them, especially relative to technical issues.

Looks Good!

How will this happen, Caltrans staff are very insulated from the public participation process.

Just happened to stumble on this survey.

Yes, I'm now one of the few who will! Your primary emphasis on the website appears to be an easy option that will be fun for staff, but will miss most of the public.

I hope so!

Nobody has given me the time or place to get up and speak on my constitutional property rights. An "informational meeting" with half truths are a smokescreen to the grand theft the government wants to commit.

Spend money on streets, roads and highways, stop wasting tax money on fancy lighting for the Coronado Bridge. Good highways and lighting for safety, not wasted resources.

True.

The PPP focus seems to put the impetus on the stakeholder to seek out opportunities for commenting and participating in the PPP. The approach should be reversed.

Response

Development of the PPP actively sought participation from stakeholders and the general public using a variety of techniques designed to reach the largest audience. Most participants in the focus groups were not previously aware of opportunities for public participation in the transportation planning process.

The PPP states that in order to achieve a more meaningful public involvement process, Caltrans will emphasize educating the public on how transportation decisions in California are made. Outreach activities may include community and stakeholder presentations, focus groups, and newsletters, all designed to educate the public about the transportation planning process. In addition, similar methods as well as e-mail blasts, website postings, and mailing lists may be employed to reach out to the public and notify interested parties of opportunities to comment on the CTP or FSTIP.

Question: The PPP adequately identifies the features needed for a successful Public Participation Website. If you have additional general comments, please write them in provided space.

Comment	Response
Looks good!	These comments will be considered in developing the PPP website.
I bet if you ask the general public, they would tell you that the local roads need more help than the state roadways. Unfortunately, there isn't sufficient funding for both and there is no compromising when funding is allocated.	
No.	
Consider including an "alert" function on the site. People who want to know when something is changed can set their "alert settings" to automatically send them and email outlining where the change was made so they can log on to the site and examine the…	
Can't really tell what the website is supposed to do. Perhaps add ad "blog" tht lets everyone see all the comments would help. Add boxes prepared by SCAG, MTC, etc. to show their events and policies, not just links to their sites.	
I don't know where else to communicate with you about this. But this survey is a great start.	
The government is a deaf and greedy monster that will steal from the elderly, disabled, and working families with children. They don't care about our "public participation" when they want to steal our home.	
Spend money on streets, roads, and highways, stop wasting tax money on fancy lighting for the Coronado Bridge. Good highways and lighting for safety, not wasted resources.	

Question: PPP adequately address the involvement of groups that are traditionally underrepresented (such as low-income or minority). If you have additional general comments, please write them in provided space.

Comment

Again, probably provides more opportunity than is necessary.

Looks good.

It's hearsay.

Totally not. As we are involved in serving that population, there is no level of discussion of public policy regarding transportation models or priorities.

Tourism groups and organizations are often overlooked. They represent business like Chambers of Commerce do but they also represent the traveling public who may be impacted by projects.

It's only "adequate" if it actually works. No mention of non-English speakers (talk with District 4 and District 7 staff). The PPP effort here is vague, but still focused on the web and email even for this group, so most people will be missed.

Forestville has a significant lower-income population, which is probably one reason we are still unincorporated and controlled by Caltrans and the Sonoma County Supervisors and Planning Dept.

These issues are never considered as there are many who may own property but not have full command of the English language, as my Italian grandparent did not.

Spend money on street, roads and highways, stop wasting tax money on fancy lighting for the Coronado Bridge. Good highways and lighting for safety, not wasted resources.

It will affect the people who have places to be and that is everybody who takes the highway.

The PPP could better identify where these groups already congregate to seek information or interact with government. The PPP might also include groupings by transportation user type, such as commercial vehicle operator, daily commuter, or public transportation…

Response

Caltrans strives to provide opportunities for public comment on the CTP and FSTIP to all interested parties specified in federal regulations. Strategies for the PPP aimed at minority and low-income communities include more than just the PPP website. Examples include advertising in ethnic media, providing outreach materials at transit facilities, communicating through trusted community leaders, and going to their gathering places. Outreach strategies may also include providing language assistance to non-native speakers, providing documents in alternate formats to those with sensory disabilities, and providing disability assistance at workshops.

It should be noted that the draft PPP does not include the various contact lists used for the CTP and FSTIP. These lists do include representatives of the interested parties specified in the federal regulations including private providers of transportation, users of public transportation, and those traditionally underrepresented such as the disabled, minority, and low-income populations.

Questions: The following are general comments that are not associated with the previous open ended questions.

Comment

The site plan for this project does not specifically identify features for the post-construction period that will control stormwater on-site or prevent pollutants from non-point sources from entering and degrading surface or ground waters. The foremost method of reducing impacts to watersheds from urban development is "low Impact Development"(LID), the goals of which are maintaining a landscape functionally equivalent to predevelopment hydrologic conditions and minimal generation of nonpoint source pollutants. LID results in less surface runoff and potentially less impacts to receiving waters…We request you require these principles to be incorporated into the proposed project design. We request natural drainage patterns be maintained to the extent feasible. Future development plans should consider the following items: NPDES General Construction Stormwater Permit and/or a NPDES General Industrial Stormwater Permit. Please consider development features that span the drainage channels or allow for broad crossings. Design features of future development should be incorporated to ensure that runoff is not concentrated by the proposed project, thereby causing downstream erosion. If the proposed project impacts and alters drainages, then we request that the project be designed such that it would maintain existing drainage features and patterns to the extent feasible. Please inform project proponent to consult with Army Corps of Engineers, Department of Fish and Game, and the Water Board prior to issuing a grading permit.

Response

It appears this comment may have been submitted in error as is seems to address a specific project. The PPP does not include specific projects. However, it should be noted that 23 CFR 450.214 (i) states that the long-range statewide transportation plan shall be developed as appropriate in consultation with local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation. It continues by stating the long-range statewide transportation plan shall include a discussion of potential environmental mitigation activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the long-range statewide transportation plan. Caltrans consulted with natural resources and environmental agencies during the development of the California Transportation Plan 2030 Addendum, including consulting and comparing plans, maps, and data. Caltrans will continue to consult with these natural resources and environmental agencies during the development of the next CTP update.

Question: The following comments were received from the United States Environmental Protection Agency.

Comment	Response
Include consultation for mitigation activities with federal, State, tribal, wildlife, land management and regulatory agencies under Non-metropolitan Local Officials, Tribal Governments and Natural and Environmental Resource Agencies.	The focus of the next CTP update and follow-on updates will be to develop and support implementation of the consultation process. We also updated the draft PPP to address your concerns, and it now reads: During the development of the next CTP update, we will continue to consult with federal, State, and tribal governments and wildlife, land management, and regulatory agencies to identify environmental mitigation activities and areas with the greatest potential to restore and maintain the environmental functions affected by our activities.
Involve resource and regulatory agencies in key decision-making milestones during state transportation plan development.	Caltrans consulted with key resources and regulatory agencies on the development of the CTP 2030 Addendum for SAFETEA-LU, and will continue to involve resources and regulatory agencies in the next full update of the CTP 2035. An important California Transportation Futures Symposium is scheduled for September 2–3, 2008 at UC Davis as the kickoff meeting for this CTP 2035 update. This symposium follows on the heels of the "Building Conservation into Infrastructure Planning" workshop conducted on June 18, 2008 at UC Davis.
Involve resource and regulatory agencies in key decision-making milestones during state transportation improvement program (TIP) development/amendments when substantial project modifications or new projects not previously identified in the state transportation plan are expected to result in significant environmental or community impacts.	In addition to the environmental process required for the development of all transportation projects, resource and regulatory agencies are provided opportunities to comment on other transportation-related documents such as the metropolitan long-range transportation plans, individual FTIPs, and the FSTIP. The MPOs and RTPAs also have processes related to consultation with resource and regulatory agencies, and coordination with resource agencies during the regional blueprint planning process look very promising.
Provide a forum to update resource and regulatory agencies on how the state transportation plan and programs are affected by changes associated with other significant and related state efforts, such as the Goods Movement Action Plan and AB 32, including related Climate Action Team efforts.	During the California Transportation Futures Symposium, Caltrans will be taking input from a wide range of participants on how the transportation plan and programs are affected by other significant and related state efforts, such as the Goods Movement Action Plan and AB 32, including related Climate Action Team efforts. There will also be a variety of other opportunities to share ideas, such as websites, workshops, and newsletters.

APPENDIX D

Outreach Methods Summary

OUTREACH METHODS SUMMARY

The following techniques are potential outreach methods that may be used during the California Transportation Plan (CTP) and Federal Statewide Transportation Improvement Program (FSTIP) public participation process. Actual outreach methods for a particular CTP and FSTIP planning or programming public involvement activity will be determined based on available resources, time constraints, and applicability. As the public engagement process progresses, a schedule of public participation activities will be posted on the Caltrans CTP website.

Public Participation Website

Because the public and stakeholders told us that the web was their preferred communication method, a comprehensive website will be a focus of our public participation efforts. A high-quality design based on the "townsquare" model (or a similar interface) will help generate interest in statewide engagement efforts. Townsquare™ is a web-based communication and information management system that provides an on-line project portal for public engagement and education. City of Richmond is currently using this technology for their General Plan update (http://www.cityofrichmondgeneralplan.org). The CTP and FSTIP public participation website should have the following features:

- User-friendly and attractive
- A Frequently Asked Questions (FAQ) page
- Information on statewide, regional, and local transportation planning and programming and how they all fit together
- A summary of the CTP or FSTIP that focuses on "hot-button" issues for Californians – such as energy reduction, land use, alternatives to driving alone, highway congestion, air quality, transportation funding, Americans with Disabilities Act compliance, and high speed rail
- A table of contents for posted documents with separate links for individual chapters
- Public comment forms, with responses delivered in a timely manner
- Timelines
- Next Steps
- Signup forms for further information and updates via email
- A format that can be linked to software for the visually impaired
- Translation of summary materials into Spanish, and other languages as needed
- The offer of an alternative format (for instance a printed and mailed version of the website material)
- Continual updating

Focus Groups

Stakeholder and general public focus groups are an effective method for gathering attitudes, opinions, and ideas to help formulate transportation policies and plans. Focus groups can be established by affiliation, ethnicity, income, mode of travel, age group, traveling conditions, and other specific categories.

Because focus groups require a limited number of participants, financial incentives can be offered for participation, and compensation can be provided for a meal, daycare, and transportation to the sessions. To ensure maximum participation, focus groups targeted at the public will be held in the evenings to accommodate work or school schedules.

Comprehensive Database of Stakeholder Groups

For ease in updating, a stakeholder database will be focused on statewide or regional-level groups, whenever possible. Using this strategy leverages the power of the Internet by creating a "web-tree" of partner organizations that are willing to pass along information and invitations to comment on the CTP and FSTIP to their constituencies.

Because it is often difficult to get the attention and comments from those who are traditionally underserved, such as minority and low-income groups, special efforts should be made to include a broad and diverse

set of community-based organizations serving these populations.

Printed Materials and other Media

While web-based communication has become commonplace, other media still holds a valuable role in public engagement. Newspaper releases, flyers, and postcards can be used to publicize the public participation website, important CTP/FSTIP milestones, and workshops. News releases can be widely distributed through newspaper ads, public notices, radio, and TV. Ethnic media such as La Voz Latina, The Lang Magazine, Hispanic Business Journal, KEST-AM Chinese World Radio, Azteca News and others provide an excellent forum for reaching those traditionally underserved in the planning process.

Regional Workshops

Face-to-face meetings with the public provide the best forum for public interaction and comment. Meetings will be held at convenient times for the public and stakeholders, in ADA-accessible locations and close to public transit. If needed, translation and sign-language service will be provided. These meetings will be tailored to the type of document that is being reviewed.

Presentations to Local or Statewide Stakeholder Groups

For some groups, especially community-based and advocacy groups, presenting at established meetings is the best outreach approach. When meeting with these groups, a record of the session using a standard format will be kept to document their ideas, concerns, and suggestions.

Innovative Outreach

Web-based technology has opened up a whole new range of techniques for reaching out to a large and geographically dispersed population. This is especially important to the FSTIP and CTP outreach activities because these programs face the challenge of engaging the public and stakeholder groups throughout the State. Podcasting, webcasting, blogging, and web posted videos are a few of the techniques that may be employed to channel the power of technology to reach a broad and diverse audience.

Surveys

Because the public cites surveys as their least preferred method of communication, surveys will be used on a limited basis. E-mail questionnaires may be used to focus on very specific issues or as an additional means to collect comments on draft documents.

APPENDIX E

Recommended Strategies Matrix

RECOMMENDED STRATEGIES MATRIX

CATEGORY	TARGETED GROUPS	RECOMMENDED STRATEGIES	SPECIAL CONSIDERATIONS	TOPICS OF HIGH INTEREST
General Public	• Any and all residents of the State who are not affiliated with a particular interest group • Targeted by geographic area.	• Regional media releases announcing the website and public meetings • Use the communications departments of RTPAs and MPOs to disseminate information (through newsletters and e-newsletters) • Signup on the Caltrans website for e-mailed updates • Strong relationship with transportation reporters in the regional media • Meet with regional newspaper editorial boards	• Assurance that input will make a difference • Specific information about how projects will impact their lives • Particularly interested in local and regional projects	• Local transportation projects • Regional transportation projects • Public transportation • Traffic congestion • Impacts of transportation on the environment and health • The process of transportation planning, timing, and funding • Effectiveness of the CTP and FSTIP
Local, Regional, State and Federal Agencies and Organizations	• Federal transportation agencies • State historical and resource agencies • Caltrans Districts • Regional transportation agencies • City and County Public Works Agencies • California State Association of Counties • California League of Cities	• E-mail notifications of website, newsletters, and meeting announcements, requesting that they be forwarded to the web-tree of that group • Use the communications departments of RTPAs and MPOs to disseminate information • Presentations made to key groups by Caltrans HQ or district staff	• To be informed and included in the public participation processes • Understand key messages that are relevant to the work of these agencies	• Climate change and other environmental issues • Water • Growth • Land use and transportation • Aging infrastructure and how to pay for maintenance and rehabilitation • How to pay for new facilities • Urban-rural fair share of transportation resources

CATEGORY	TARGETED GROUPS	RECOMMENDED STRATEGIES	SPECIAL CONSIDERATIONS	TOPICS OF HIGH INTEREST
Affected Public Agencies, Groups, and Individuals	• Ports • California Highway Patrol • Safety Center • Governor's Office of Emergency Services • California Transit Association • California Association for Coordinated Transportation • California Automobile Association	• E-mail notifications of website, newsletters, and meeting announcements, requesting that they be forwarded to the web-tree of that group • Presentations made to key groups by Caltrans HQ or district staff	• To be informed and included in the public participation processes • Understand key messages that are relevant to these organizations • Make sure major stakeholders are all included	• Air quality • Funding • Safety • ADA enforcement and interpretation • Congestion relief • Automated enforcement • Keeping road system running smoothly • Offering alternatives to driving
Business Organizations	• California Chamber of Commerce • Other statewide and regional business groups	• E-mail notifications of website, newsletters, and meeting announcements, requesting that they be forwarded to the web-tree of that group • Presentations made to key leadership groups by Caltrans HQ or district staff	• Business groups are particularly time-sensitive and like to use the website and e-mail more than meetings • Understand key messages that are relevant to business	• Goods movement • Adequacy of transportation infrastructure • Funding and how it's raised • Removal of barriers to transportation development, such as litigation
Representatives of Users of Pedestrian Walkways and Bicycle Transportation Facilities	• California Walks • California Bicycle Coalition	• E-mail notifications of website, newsletters, and meeting announcements, requesting that they be forwarded to the web-tree of that group • Ask for Caltrans staff to give briefings to statewide and regional groups, tailoring the briefings to the issues most important to those groups	• Feeling included at all levels of transportation planning and programming • Knowing that their input is heard and makes a difference	• Promotion of walking and biking, • Fairness of funding for those modes compared to other modes • Development of complete streets • Safety; speed management • Design and enforcement • Effectiveness of the CTP and FSTIP

CATEGORY	TARGETED GROUPS	RECOMMENDED STRATEGIES	SPECIAL CONSIDERATIONS	TOPICS OF HIGH INTEREST
Community and Environmental Groups	• Sierra Club • Planning and Conservation League • American Lung Association and Breathe California • American Association of Retired Persons • Housing California • Latino Coalition for a Healthy California • Caltrans Nat. American Advisory Committee • NAACP • Urban League.	• E-mail notifications of website, newsletters, and meeting announcements, requesting that they be forwarded to the web-tree of that group • Provide printed materials upon request if e-mail is not available • Use ethnic media to publicize meetings • Ask for Caltrans staff to give briefings to statewide and regional groups, tailoring the briefings to the issues most important to those groups • Ask to be on the agendas of community leadership groups	• Community groups often require a very pro-active approach to public participation • Personal contacts important to community groups • Include a larger list of community groups to target so as to assure adequate representation • These groups need to feel included at all levels of transportation planning and programming • They need to know that their issues are understood and that they have a voice	• Environmental groups – environmental sustainability, fighting sprawl and pollution, promoting alternatives to driving, health related to transportation, safety. • Community groups – environmental justice and transportation equity, alternatives to driving, health related to transportation, housing for low-income and homeless persons, safety. • Link issues to people and the environment; explain why it is important to be involved
Representatives of Public Transit Employees	• Amalgamated Transit Union • United Taxicab Workers	• E-mail notifications of website, newsletters, and meeting announcements, requesting that they be forwarded to the web-tree • Ask for Caltrans staff to give briefings to statewide and regional groups, tailoring the briefings to the issues most important to those groups	• Have been active at regional level, want to participate at statewide level • Taxi companies want to be seen as public transit	• Funding of public transit • Operations and expansion • Improvements to transit, particularly in suburban areas • HOV lanes • Road maintenance

CATEGORY	TARGETED GROUPS	RECOMMENDED STRATEGIES	SPECIAL CONSIDERATIONS	TOPICS OF HIGH INTEREST
Freight Shippers	• California Trucking Association • Burlington Northern Santa Fe • CA Aviation Alliance	• E-mail notifications of website, newsletters, and meeting announcements, requesting that they be forwarded to the web-tree of that group • Ask for Caltrans staff to give briefings to statewide and regional groups, tailoring the briefings to the issues most important to those groups	• Want to understand the larger view in relation to their interests • Want to know the different levels of local, regional, and statewide plans • Want the public to understand freight issues	• Goods movement capacity • Regulations • Tolls • Development of inappropriate land uses around airports
Private Providers of Transportation	• SuperShuttle • MV Transportation	• E-mail notifications of website, newsletters, and meeting announcements, requesting that they be forwarded to the web-tree of that group • Ask for Caltrans staff to give briefings to statewide and regional groups, tailoring the briefings to the issues most important to those groups	• They bring a different perspective to the table because they work with so many different clients • They feel they offer a public transit service, but are treated as private vehicles on HOV lanes and at airports	• Traffic congestion, particularly in large urban areas • Use of HOV lanes when vehicles are empty • Road quality
Representatives of Users of Public Transportation	• The Transit Coalition (LA) • San Joaquin Valley Rail Committee	• E-mail notifications of website, newsletters, and meeting announcements, requesting that they be forwarded to the web-tree of that group • Ask for Caltrans staff to give briefings to statewide and regional groups, tailoring the briefings to the issues most important to those groups	• For the groups interviewed in this research, rail is the big issue.	• Rail, at different levels • Better performance out of the existing system • Additions to service throughout the state

CATEGORY	TARGETED GROUPS	RECOMMENDED STRATEGIES	SPECIAL CONSIDERATIONS	TOPICS OF HIGH INTEREST
Representatives of the Disabled	• Californians for Disability Rights • Protection and Advocacy, Inc. (Sacramento)	• Email notifications of website, newsletters and meeting announcements • At public meetings, accommodate all needs for accessibility (sign language for hearing-impaired, or assistants for visually-impaired). • Make documents available immediately in accessible formats (such as PDF and HTML for the visually-impaired) • Give briefings to statewide and regional groups, tailoring the briefings to the issues most important to those groups. • These groups like face-to-face meetings; consider focus groups	• Accessibility of all documents and meetings • Timeliness of meeting or document summaries in accessible formats • They need to know that their issues are understood and that they have a voice and are respected • Want to be assured that progress is being made on their needs	• Accessibility of the transportation system to people with physical, cognitive, and psychiatric disabilities • Availability and rules of paratransit • More public transit for everyone • Affordability of transit • Relevance to future generations

APPENDIX F

List of California's Metropolitan Planning Organizations and Regional Transportation Planning Agencies

LIST OF CALIFORNIA METROPOLITAN PLANNING ORGANIZATIONS AND REGIONAL TRANSPORTATION PLANNING AGENCIES

Alpine County Local Transportation Commission
Location: Markleeville
Website: http://www.alpinecountyca.gov

Amador County Transportation Commission
Location: Jackson
Website: http://www.actc-amador.org/

Association of Monterey Bay Area Governments
Location: Marina
Website: http://www.ambag.org/

Butte County Association of Governments
Location: Chico
Website: http://www.bcag.org/

Calaveras Council of Governments
Location: San Andreas
Website: http://www.calacog.org/

Colusa County Transportation Commission
Location: Colusa
Website: http://www.colusa-ca.gov/

Council of Fresno County Governments
Location: Fresno
Website: http://www.fresnocog.org/

Council of San Benito County Governments
Location: Hollister
Website: http://www.sanbenitocog.org/

Del Norte Local Transportation Commission
Location: Crescent City
Website: http://www.dnltc.org/

El Dorado County Transportation Commission
Location: Placerville
Website: http://www.edctc.org/

Glenn County Transportation Commission
Location: Willows
Website: http://www.countyofglenn.net/Transportation/home_page.asp

Humboldt County Association of Governments
Location: Eureka
Website: http://www.hcaog.net/

Inyo County Local Transportation Commission
Location: Independence
Website: http://www.inyoltc.org/

Kern Council of Governments
Location: Bakersfield
Website: http://www.kerncog.org/

Kings County Association of Governments
Location: Lemoore
Website: http://www.countyofkings.com/

Lake County/City Area Planning Council
Location: Ukiah
Website: http://www.lakeapc.org/

Lassen County Transportation Commission
Location: Susanville
Website: http://www.co.lassen.ca.us/govt/dept/transportation/Transportation.asp

Madera County Transportation Commission
Location: Madera
Website: http://www.maderactc.com/

Mariposa County Local Transportation Commission
Location: Mariposa
Website: http://www.mariposacounty.org/

Mendocino Council of Governments
Location: Ukiah
Website: http://www.mendocinocog.org/

Merced County Association of Governments
Location: Merced
Website: http://www.mcagov.org/

Metropolitan Transportation Commission
Location: Oakland
Website: http://www.mtc.ca.gov/

Modoc County Local Transportation Commission
Location: Alturas
Website: http://www.modoccounty.us/

Mono County Local Transportation Commission
Location: Mammoth Lakes
Website: http://www.monocounty.ca.gov/

Nevada County Transportation Commission
Location: Nevada City
Website: http://www.nctc.ca.gov/

Placer County Transportation Planning Agency
Location: Auburn
Website: http://www.pctpa.org/

Plumas County Transportation Commission
Location: Quincy
Website: http://www.countyofplumas.com/

Sacramento Area Council of Governments
Location: Sacramento
Website: http://www.sacog.org/

San Diego Association of Governments
Location: San Diego
Website: http://www.sandag.org/

San Joaquin Council of Governments
Location: Stockton
Website: http://www.sjcog.org/

San Luis Obispo Council of Governments
Location: San Luis Obispo
Website: http://www.slocog.org/

Santa Barbara County Association of Governments
Location: Santa Barbara
Website: http://www.sbcag.org/

Santa Cruz County Regional Transportation Commission
Location: Santa Cruz
Website: http://www.sccrtc.org/

Shasta County Regional Transportation Planning Agency
Location: Redding
Website: http://www.scrtpa.org/

Sierra County Local Transportation Commission
Location: Downieville
Website: http://www.sierracounty.ws/

Siskiyou County Transportation Commission
Location: Yreka
Website: http://www.co.siskiyou.ca.us/

Southern California Association of Governments
Location: Los Angeles
Website: http://www.scag.ca.gov/

Stanislaus Council of Governments
Location: Modesto
Website: http://www.stancog.org/

Tahoe Metropolitan Planning Organization
Location: Tahoe City
Website: http://www.trpa.org/

Tehama County Transportation Commission
Location: Gerber
Website: http://co.tehama.ca.us/

Transportation Agency for Monterey County
Location: Salinas
Website: http://www.tamcmonterey.org/

Trinity County Transportation Commission
Location: Weaverville
Website: http://www.trinitycounty.org/Departments/Planning/transcomm.htm

Tulare County Association of Governments
Location: Visalia
Website: http://www.tularecog.org/

Tuolumne County Transportation Council
Location: Sonora
Website: http://www.tuolumnecounty.ca.gov/

APPENDIX G

Non-Metropolitan Local Official Consultation Process

DEPARTMENT OF TRANSPORTATION
DIVISION OF TRANSPORTATION PLANNING, MS-32
1120 N STREET
P.O. BOX 942874
SACRAMENTO, CA 94274-0001
PHONE (916) 653-1818
FAX (916) 653-1447

Flex your power!
Be energy efficient!

January 28, 2004

Ms. Sue Kiser
Federal Highway Administration
650 Capitol Mall, Suite 4-100
Sacramento, CA 95814

Mr. Ray Sukys
201 Mission Street, Room 2210
San Francisco, CA 94105-1839

Dear Ms. Kiser and Mr. Sukys:

The California Department of Transportation (Department) has developed a formal process for consulting with nonmetropolitan local officials as required by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) as a Final Rule and issued in the Federal Register on January 23, 2003, and a correction issued on February 14, 2003. The Department coordinated with Wade Hobbs of the FHWA and Ted Matley of the FTA to determine the scope of the process and the following Departmental units were selected to be included: Regional Planning, System Planning, Statewide Planning, Programming, Rail, Aeronautics and Mass Transportation. The consultation process will have an effective date of February 24, 2004.

The Draft consultation process was distributed statewide to all 26 Regional Transportation Planning Agencies (RTPAs) and was presented to the Rural Counties Task Force on November 21, 2003, followed by a 30-day comment period and again to the group on January 16, 2004 for final comments. The Department received generally positive feedback. Comments were received from one of the Department's Districts and two RTPAs. Please see enclosure for comments.

Enclosed is the final consultation process. We would like to thank both FHWA and FTA for their helpful guidance and assistance throughout the development of this process. If there are any questions or concerns please feel free to contact Sharon Scherzinger at (916) 653-3362.

Sincerely,

Joan Sollenberger

JOAN SOLLENBERGER
Chief
Division of Transportation Planning

Enclosures

c: Brian Smith
Wade Hobbs, FHWA
Ted Matley, FTA

California Department of Transportation
Nonmetropolitan Local Official Consultation Process

Introduction

The California Department of Transportation (Department) has developed these procedures in compliance with 23 Code of Federal Regulations (CFR) Part 450 which implement provisions of Section 1204 of the Transportation Equity Act for the 21st Century (TEA-21) regarding State consultation with nonmetropolitan local officials in the statewide transportation planning and programming process.

The Regulations require that the Department develop a consultation process for nonmetropolitan local officials that is a separate and distinct consultation process from the State's general public involvement process " . . . *while preserving the statewide planning requirement for a continuing, comprehensive and cooperative planning process. The TEA-21 required States to consult with nonmetropolitan local officials in transportation planning and programming.*" The Regulations further require that nonmetropolitan local officials review the documented process on or before February 24, 2004.

The Department uses the following consultation processes in statewide transportation planning and programming.

Regional Planning

- California has Regional Transportation Planning Agencies (RTPAs) in nonmetropolitan areas described under State statute that are similar in structure and responsibility to federally recognized Metropolitan Planning Organizations (MPOs).
- Twenty-seven are considered rural RTPAs that generally cover single counties and are charged with preparing regional transportation plans and improvement programs.
- The purpose of these agencies is to coordinate planning and programming to ensure cooperative development of the transportation system. The Department works with local officials and RTPA Boards to program State highway projects in the Regional Transportation Improvement Program (RIP) and Interregional Transportation Improvement Program (ITIP).
- The annual Overall Work Program (OWP) includes work elements directly related to Regional, System and Mass Transportation Planning efforts. The OWP sets forth the planning activities that each RTPA will conduct during the year. In conjunction with the Overall Work Program Agreement (OWPA), the OWP constitutes the annual funding contract between the State and the RTPA for State planning funds. The Department works with the RTPA staff to develop the OWP work elements and budget. All OWPs in our rural counties are reviewed and approved by each RTPA's governing board. Development of the OWP is a vehicle for coordination with the RTPAs.
- The significant planning product of the RTPAs is the Regional Transportation Plan (RTP). These documents are directed at the achievement of a coordinated and

balanced regional transportation system, including mass transportation, highway, railroad, maritime, and aviation facilities. The plans are action oriented and pragmatic, considering both the ten and twenty-year planning horizon.

- The Department's Headquarters regional planning primarily consults with local officials statewide through the Rural Counties Task Force (RCTF) and works cooperatively with RTPAs through the twelve Districts statewide. The Districts consult with local officials on a daily basis statewide through the RTPAs, planning advisory committees and board meetings.

System Planning

- The Department is responsible under State statutes for carrying out long-term State Highway System planning to identify future highway improvements in consultation with transportation planning agencies, county transportation commissions, counties and cities.
- The system planning consultation process for the counties that are not within the area of a MPO is addressed similar to that of the MPOs but on a scale applicable to the complexity of the area and issues unique to the region. The basic components of the nonmetropolitan consultation process and primary system planning documents related to it are described below.
- System Planning is comprised of three primary documents, 1) Route or Transportation Corridor Reports (RCR/TCR), 2) Transportation System Development Programs (TSDP), and 3) District System Management Plans (DSMP). Corridor studies provide in depth analyses of specific mobility problems in a corridor or route segment and recommend solutions.

    - Route Concept Reports – the route concept report identifies the concept for improving the State highway route to address current and future traffic, nonmotorized, modal and other transportation aspects on or adjacent to the route. The local elected officials of cities, counties and the regional transportation planning agencies are consulted in development of the reports from the initial stages of preliminary information gathering to the final document. Depending upon the nature of the route the report updates are initiated through town hall meetings or briefings to the various local governmental entities of which the elected officials are council and board members.
    - Transportation System Development Programs – the TSDPs identify the projects and related strategies and actions needed by a route and corridor to improve mobility. This "listing" is the Department's "owner/operator" opinion of route and corridor needs that is used in discussions with regional and local partners for priority setting for concepts that are recommended to go into more refined studies, into regional transportation plans and onto project scoping and commitment of funding for projects. For strategies and actions, the listing is the Department's recommendations for collaborative work with regional and local agencies primarily in the area of voluntary access control, growth management and other local development issues.

- District System Management Plans – the DSMPs present the Department's vision, goals and objectives for the district's comprehensive transportation system as both the "owner/operator" of the State Highway System and as a partner with other regional, local and modal agencies in planning and operating transportation systems for improved mobility and quality of life. The Plans communicate to regional agencies, local elected officials and the larger public the Department's overall and integrated plans for transportation. Plans are developed in consultation with regional and local agencies and modal operators and serve as a strategic document for continuing collaboration in sustained transportation improvement.
- Corridor Studies - the studies are done either through the Department itself or by the RTPAs. In either case the studies are coordinated across agencies and are guided by a policy and technical committee of which the State, transportation planning agency and members of the cities and counties staff are members. The study alternatives and recommendations are provided to the local elected officials in development stages for comment, potential redirection, and for final acceptance during the study process. Most corridor studies also have a public participation component for which the elected officials may take an active role for their representative area and concerns of constituents.

Statewide Planning

- Periodically, California adopts a long-range, statewide, multi-modal California Transportation Plan (CTP) in accordance with State and Federal requirements. The CTP is developed in cooperation with nonmetropolitan RTPAs by:
  - Promoting early and continuous consultation with nonmetropolitan local officials primarily through the RCTF, which is comprised of representatives from each of California's nonmetropolitan RTPAs.
  - Inviting representatives from the RCTF, League of California Cities and California State Association of Counties to participate on technical and policy advisory committees.
  - Consulting with local officials when planning public meetings and workshops, and when conducting focus groups and surveys within their jurisdiction.
  - Seeking guidance from nonmetropolitan local officials on transportation issues specific to nonmetropolitan areas.

Programming

- In California, the State and Federal requirements for transportation programming have been integrated into a sequential process as shown in Appendix A.
- The seven types of documents which serve as the primary building blocks for the Federal Transportation Improvement Programs (FTIPs) and the Federal Statewide Transportation Improvement Program (FSTIP) are: the CTP, the Ten-Year State Highway Operation and Protection Plan (SHOPP), the State Highway Operation Protection Program (SHOPP), the Interregional Transportation Strategic Plan, the

RTPs, the RTIPs, and the ITIP. Note the ITIP and the RTIPs together form the State Transportation Improvement Program (STIP).

- For the FSTIP, consultation with local governments and public involvement occurs early in the process during the development and adoption of the documents, which serve as the building blocks of the FSTIP.
- The policy decisions on transportation planning and programming by State, regional, and local government officials are made during the development and adoption of these seven basic planning and programming documents. Consultation with local governments and opportunity for public comment also occurs during the development and adoption of these documents.
- As these documents are developed, draft documents are formally circulated and comments are solicited, proposed final documents are circulated and public hearings or meetings are conducted prior to adoption or approval.
- Development and adoption of the State rural non MPO FTIP is based on incorporation of the projects from the above documents into the FSTIP.

Rail

- Every other year, the Division of Rail, pursuant to Section 14036 of the California Government Code prepares, a ten-year California State Rail Plan. The California Transportation Commission, RTPAs, the Los Angeles-San Diego-San Luis Obispo Rail Corridor Agency (LOSSAN), the San Joaquin Valley Rail Committee, the Capital Corridor Joint Powers Authority, and the North Coast Rail Coordinating Council review the plan. These boards include local officials.
- Pursuant to Supplemental Report Language contained in the State Budget Act of 2000, the Division of Rail prepares a Corridor Business Plan. Prior to its release, the Business Plans are made available for review by the RTPAs, the LOSSAN and the San Joaquin Valley Rail Committee. The membership of these agencies includes nonmetropolitan local officials.
- Intercity rail projects are incorporated in the biennial STIP and RTPs and are subject to the same planning and programming processes related to involvement of local officials.
- The Division of Rail works with affected local agencies, both metropolitan and nonmetropolitan agencies when conducting workshops, public meetings, and surveys within their jurisdictions.

Aeronautics

- The Division of Aeronautics develops the California Aviation System Plan (CASP) in compliance with California Public Utilities Code 21701, which directs the Department to develop a plan in conjunction with the RTPAs.
- The CASP shall include, but not be limited to, every California Airport designated in the Federal National Plan of Integrated Airport Systems (NPIAS).
- One of the mandated elements of the CASP is the development of a 10-year capital improvement program, which is divided into two five-year phases for each airport, based on the airport's adopted master plan.

- The projects included in the Aeronautics Program's Capitol Improvement Program (CIP) come from the regional planning agencies based on the region's RTP. The CIP is not incorporated into the STIP, but is approved by the California Transportation Commission (CTC).

Mass Transportation

- Division of Mass Transportation (DMT) staff work directly with metropolitan and nonmetropolitan transportation planning agencies to develop and program STIP and Federal Transit Administration (FTA) Section 5311 Program transit projects.
- District Mass Transportation staff maintain an open and on-going consultative relationship with nonmetropolitan transportation agencies.
- In accordance with State law and as documented in the STIP guidelines, rural as well as the urban planning agencies make the Regional Improvement Program programming and funding decisions for local STIP projects. However, consultation with Caltrans occurs during development of the RTIPs.
- The Division of Programming considers DMT comments on transit projects before compiling the RTIPs into the STIP and presenting it to the California Transportation Commission for approval.
- The same process applies to the FTA 5311 Program.

Conclusion

The Department will evaluate the consultation process within two years of implementing the process and thereafter at least once every five years as mandated by the Federal Regulations followed by a review and comment period of 60 days. The Department intends to work closely with the Rural Counties Task Force to ensure that consultation between the State and nonmetropolitan local officials remains an efficient and flexible process that meets the needs of both local and state officials.

Appendices

Appendix A – Programming Process

Appendix B – The Departments' Organization Chart

Appendix C –The Departments' Contact Information for Nonmetropolitan Local Official Consultation

APPENDIX C

Contact Information for Nonmetropolitan Local Official Consultation

Division of Aeronautics

R. Austin Wiswell, Division Chief
(916) 654-5470

Division of Mass Transportation

Debbie Mah, Division Chief
(916) 654-8144

Division of Programming

Jim Nicholas, Division Chief
(916) 654-4013

Rachel Falsetti, Office Chief of Federal Transportation Management Program
(916) 654-2983

Division of Transportation Planning

Joan Sollenberger, Division Chief
(916) 653-1818

Sharon Scherzinger, Office Chief of Regional and Interagency Planning
(916) 653-3362

Nathan Smith, Office Chief of Statewide Planning
(916) 653-2274

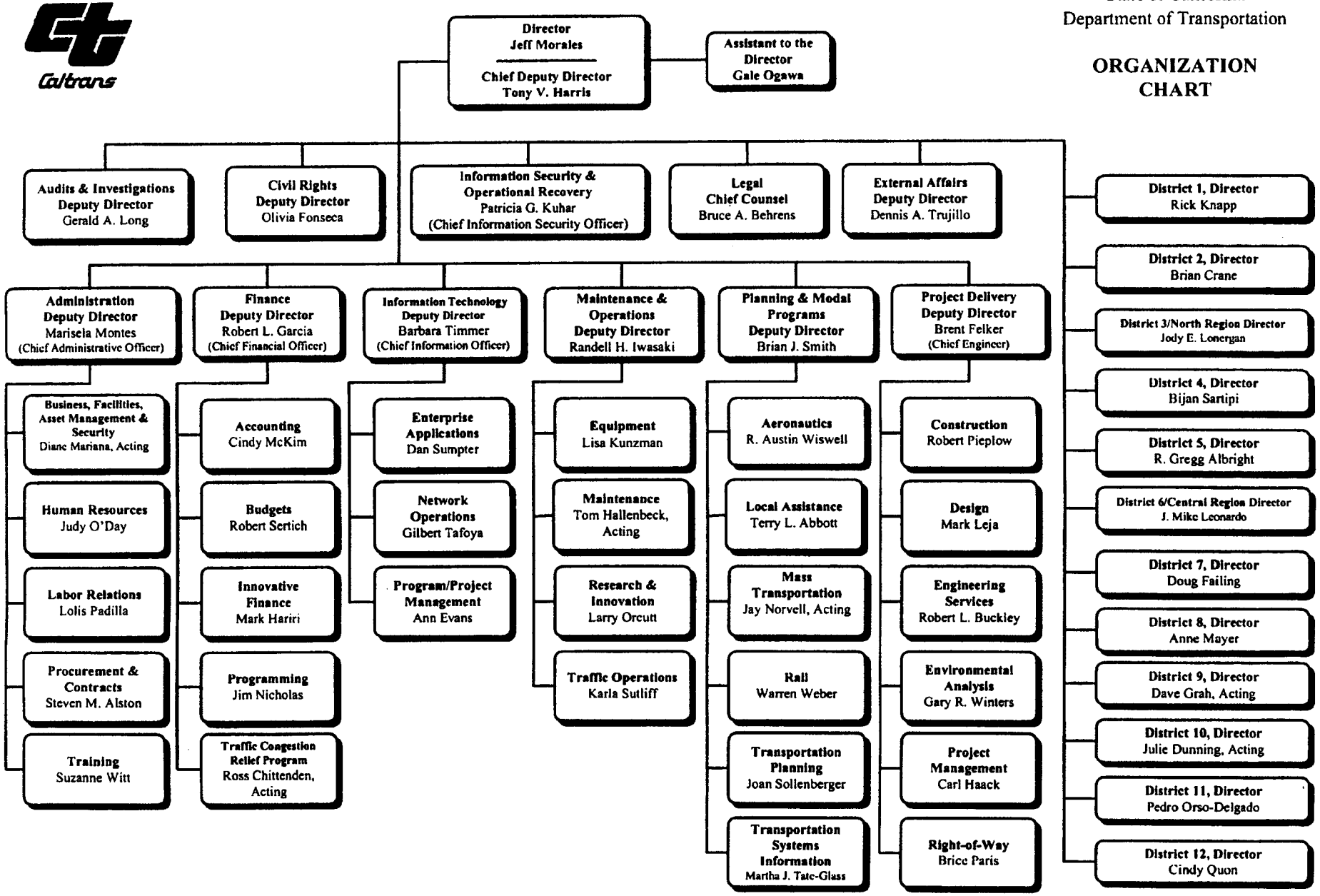
Pat Weston, Office Chief of System and Advanced Planning
(916) 653-1551

Division of Rail

Warren Weber, Division Chief
(916) 654-2944

State of California
Department of Transportation

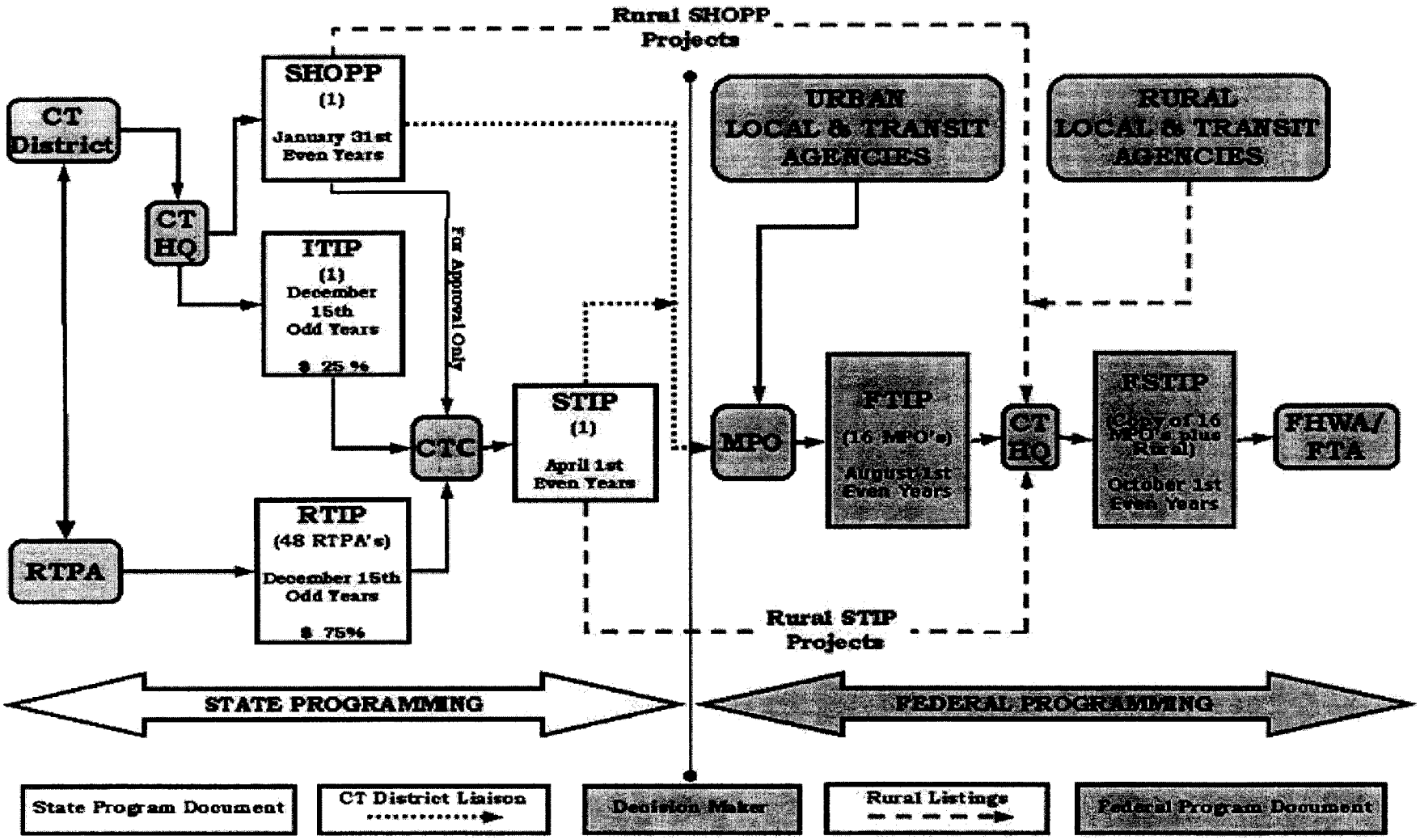
ORGANIZATION CHART



NOVEMBER 2003

"Caltrans Improves Mobility Across California"

STATE / FEDERAL PROJECT PROGRAMMING APPROVAL PROCESS



California Department of Transportation
Nonmetropolitan Local Officials Consultation Process
Comments Received and Responses

Department Comment: Please consider additional discussion pertaining to the Overall Work Programs (OWPs) in the section regarding Regional Planning. As you know, the yearly OWP includes work elements directly related to Regional, System and Mass Transportation Planning efforts. All OWPs in our rural counties are reviewed and approved by each RTPAs governing board. Discussion and approval of the OWP and subsequent amendments are formal agenda items at their monthly meetings, and input is solicited from the public in attendance.

Response: *This comment was incorporated into the Final Nonmetropolitan Local Officials Consultation Process document.*

Department Comment: There are two additional primary System Planning documents that you may want to include in the section regarding System Planning. They are the District System Management Plan (DSMP) and the Transportation System Development Program (TSDP). We will be soliciting input from our RTPAs regarding the DSMP, as well as providing interested parties and the general public the opportunity to review and comment on our draft report. We will also be providing our RTPAs an opportunity to review and comment on our draft TSDP.

Response: *This comment was incorporated into the Final Nonmetropolitan Local Officials Consultation Process document.*

RTPA Comment: It is our belief that the Department's system and statewide planning efforts, including Route Concept Reports (RCR), Corridor Studies, the California State Rail Plan, the Interregional Transportation Strategic Plan, the California Aviation System Plan and the California Transportation Plan, etc. need to be consolidated and better coordinated with development of Regional Transportation Plans. In general, it is very confusing to the public that there are so many, seemingly unconnected transportation plans. Rather than developing each of these planning documents independently, we believe that the Department should coordinate with the RTPAs' public outreach efforts conducted through the Regional Transportation Plan (RTP) development. It is often confusing to the public when the Department attempts to initiate independent public outreach, through public meetings. Especially confusing are Route Concept Report meetings related to routes that are already scheduled for several construction projects. Also, it has often been our experience that the public is frustrated when the Department only seeks input on the single state route currently being studied. SCCRTC would welcome the Department's involvement in public outreach efforts for the RTP instead.

In summary, we suggest that the Department use the projects listed in the RTPs to develop projects for its statewide plans.

Response: *This comment was not incorporated into the Final NonMetropolitan Local Officials Consultation Process document. Improved coordination of plans and planning processes at State and regional levels is a continuous goal of the Department. The Department has a broad statewide responsibility for the development of the State's transportation system. Many of the plans mentioned help the Department plan for the State system and provide many opportunities for the Department to consult with local officials to ensure that State and interregional needs are addressed and are well integrated with regional and local needs. Also, it is the Department's goal to consult with the local agencies and the public when the various documents are being developed. If the Department were to only consult with the local agencies during the RTP process there would be significantly less consultation since it is updated every four years. Furthermore, this comment is more oriented toward public outreach rather than consultation with local agencies, the intent of the "Nonmetropolitan Local Officials Consultation Process."*

RTPA Comment: We don't have any concerns with the draft procedures.

APPENDIX H

Consultation Stakeholder Participants

CONSULTATION STAKEHOLDER PARTICIPANTS

Consultation Meeting for the CTP 2030 Addendum

January 17, 2007

Resources Agencies Represented

California Resources Agency

California Department of Fish and Game

California Department of Forestry and Fire Protection

California Department of Parks and Recreation

California Department of Water Resources

California Department of Conservation

Sierra Nevada Conservancy

Representatives of Local Government

California League of Cities

California State Association of Counties

Regional Council of Rural Counties

Legislative Representation

California Senate Transportation and Housing Committee

Academic Representation

UC Davis Information Center for the Environment

UC Davis Road Ecology Center

Non-profit Representatives

California State Parks Foundation

Defenders of Wildlife

Federal Agencies Represented

US Environmental Protection Agency

US Fish and Wildlife Service

US Department of Agriculture, Natural Resources Conservation Service

Federal Highway Administration

Tribal Government Representatives

Agua Caliente Band of Cahuilla Indians

Pechanga Band of Mission Indians

Wiyot Tribe

Transportation and Housing Agencies Represented

Business Transportation and Housing Agency

California Department of Transportation

California Transportation Commission

Department of Housing and Community Development

California Rural Counties Task Force

California Council of Governments

Other State Organizations Represented

Governor's Office of Planning and Research

California Energy Commission

San Francisco Bay Conservation and Development Commission

CALFED Bay-Delta Program

Caltrans Districts by County

We're Here To Get You There

Caltrans Headquarters

1120 N Street
PO Box 942873
Sacramento, California 94273-0001

(916) 654-5266

www.dot.ca.gov

Transportation Planning

http://www.dot.ca.gov/hq/tpp/offices/osp/ctp.html

Transportation Programming

http://www.dot.ca.gov/hq/transprog/fedpgm.htm