

BUTTE COUNTY ASSOCIATION OF GOVERNMENTS

PUBLIC PARTICIPATION PLAN



Adopted: January 24, 2008
Amendment #03: August 26, 2010



Prepared by:
Butte County Association of Governments
2580 Sierra Sunrise Terrace, Suite 100
Chico, CA 95928
(530) 879-2468
www.bcag.org

Please direct comments/questions to: Iván García, Programming Manager for BCAG at 530-879-2468 or by email at igarcia@bcag.org

Preparation of this document was financed by the Federal Highway Administration, Federal Transit Administration, California Department of Transportation and the Metropolitan Planning Organization.

**Butte County Association of Governments
Board of Directors**

Supervisor Bill Connelly – <i>Vice-Chair</i>	District 1
Supervisor Jane Dolan - <i>Chair</i>	District 2
Supervisor Maureen Kirk	District 3
Supervisor Steve Lambert	District 4
Supervisor Kim Yamaguchi	District 5
Councilmember Angela Thompson	City of Biggs
Councilmember Ann Schwab	City of Chico
Mayor Jerry Ann Fichter	City of Gridley
Vice-Mayor Jamie Johansson	City of Oroville
Mayor Alan White	Town of Paradise

In accordance with Title VI of the Civil Rights Act of 1964, the MPO does not discriminate based on race, color, national origin, religion, and/or disability in the execution of this Public Participation Plan.

Table of Contents

Section	Page
I. Purpose and Background	1
II. Compliance with Federal and State Requirements.	2
III. Goals, Objectives, and Policies.	3
IV. Description of Public Participation/Involvement Activities	6
V. Outreach to Traditionally Underserved Groups, Resource Agencies, and Additional Stakeholders.	8
VI. Description of Committees Contributing to the Planning Process. . .	10
VII. Public Participation Measures of Effectiveness.	11
VIII. Regional Transportation Plan.	11
IX. Transportation Improvement Program.	15
X. Annual Listing of Obligated Projects.	18
XI. Comments.	18

Appendices

Appendix A – Outreach Efforts & Publications Listing

Appendix B – Comments Received

Appendix C – BCAG Resolution

Appendix A

Outreach Efforts & Publications Listing

* Available in hardcopy at the Butte County Association of Governments Office *

* Available digitally at http://www.bcag.org/documents/planning/PPP/Appendix_A_1.pdf *

Appendix B

Comments Received

Comments

- 1) Eileen Burke-Trent (citizen): Requesting that public notices issued for amendments to transportation plans or the public participation plan be included in local newspapers (Chico Enterprise Record, Oroville Mercury Register, Paradise Post, and the Gridley Herald) rather than just the two major newspapers (Chico Enterprise Record and Oroville Mercury Register). Comment received during public hearing on March 25, 2010 at the City of Gridley Council Chambers.

Response

- 1) Amended Policy 1.2 to read “BCAG shall notice the public comment period in local newspapers within the planning area and other media as available. Local newspapers include the Chico Enterprise Record, Oroville Mercury Register, Paradise Post, and the Gridley Herald.

Appendix C

BCAG Resolution Adopting Public Participation Plan

I. Purpose and Background

Purpose

As the Metropolitan Planning Organization (MPO) and Regional Transportation Planning Agency (RTPA) for Butte County, the Butte County Association of Governments (BCAG) is required to implement a transportation planning process that is continuous, cooperative, and comprehensive, resulting in plans and programs that consider all transportation modes and supports metropolitan community development and social goals. BCAG is required to include a proactive public participation process that provides complete information, timely public notice, public access to key decisions, and supports early and continuing involvement of the public in developing all transportation plans and improvement programs.

The Public Participation Plan (PPP) includes, but is not limited to, lower income households, minorities, persons with disabilities, representatives from community and service organizations, tribal councils, affordable housing advocates, neighborhood groups, environmental advocates, home builder representatives, broad-based business organizations, landowners, commercial property interests, home owner associations, and other public agencies. The PPP also assists in identifying and addressing environmental justice and social equity issues. Citizen participation objectives include involvement of interested citizens, stakeholders, and representatives of community organizations.



Broad-based community participation is essential to the success of programs, plans and projects of BCAG. Ideas for public participation include:

- Value public participation and promote broad-based involvement by members of the community;
- Provide varied opportunities for public review and input;
- Treat all members of the public fairly by respecting and considering all citizen input as an important component of the planning and implementation process;
- Promote a culture of dialogue and partnership among residents, property owners, the business community, organizations, other interested citizens, and public officials;
- Use existing community groups and other organizations, as feasible;
- Encourage active public participation at the initial stages of the process, as well as throughout the process;
- Provide communication and agency reports that are clear, timely, and broadly distributed.

Background

In an effort to reach out to the people of Butte County, and in response to the passage of the Safe, Accountable, Flexible, and Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU), BCAG has developed a Public Participation Plan (PPP). This plan serves to formalize and follow public outreach strategies involving the populace in transportation planning decisions. BCAG is providing and implementing this PPP to reflect its current and future public involvement in response to federal and state guidelines and requirements.

The development of this PPP was done in consultation with BCAG's advisory committees. Public workshops were held in Chico, Oroville and Paradise. In an effort to educate and inform individuals who are normally not involved in the transportation planning process, BCAG presented the development of the PPP along with the Unmet Transit Needs Process. Typically, those who rely on public transit the most attend the Unmet Transit Needs Workshops. Announcement of the workshops and an invitation to provide comments or participate in the development of the PPP were distributed to FHWA's regional state and federal contacts provided to BCAG, major freight carriers, social service agencies, BCAG's website and the local Tribal Governments. BCAG also advertised in the local newspapers and on the B-Line transit fleet. A web page on BCAG's website was also created to post development material. Appendix A identifies BCAG's outreach efforts and publication listing.

II. Compliance with Federal and State Requirements

SAFETEA-LU

The Transportation Equity Act for the 21st Century (TEA-21) was subsequently succeeded by the Safe, Accountable, Flexible and Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU) on August 10, 2005 by Congress. TEA-21 and SAFETEA-LU continue the strong federal emphasis on public participation, requiring that the public participation plans of metropolitan planning processes “be developed in consultation with all interested parties and ... provide that all interested parties have reasonable opportunities to comment on the contents of the transportation plan”.

As outlined in the bill, methods to accommodate these goals, to the maximum extent possible, include:

- Holding any public meetings at convenient and accessible locations and times;
- Employing visualization techniques to describe plans;
- Making public information available in electronically accessible formats and means, such as the World Wide Web, as appropriate, to afford reasonable opportunity for consideration of public information.

Metropolitan public participation or involvement processes shall be coordinated with statewide public involvement processes wherever possible to enhance public consideration of the issues, plans, and programs, and reduce redundancies and costs.

A key change between ISTE/TEA-21 and SAFETEA-LU is the expanded definition of participation by “interested parties”. Broadly defined, BCAG includes as its partners, groups and individuals who are affected by or involved with transportation in Butte County and the surrounding region. Examples include citizens, affected public agencies, representatives of public transportation employees, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the transportation plan.

SAFETEA-LU requires that public meetings be held at convenient and accessible times and locations, that all plans and the Transportation Improvement Program (TIP) be available by website, and that documents be written in easy, understandable language utilizing visual components. These elements are addressed in Section IV of this plan.

Senate Bill 375 – Sustainable Communities Strategy

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

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

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

III. Goals, Objectives and Policies

It is important to have an ongoing program to involve citizens through the use of the advisory committees, public workshops, email interest sign ups, press releases and other public outreach activities. The effectiveness of any program and policy plan depends upon its success in meeting the expectations of the public. Further, plans and programs need to be reassessed periodically to determine if the public's evolving needs and expectations are adequately provided for through the plan. In order to ensure that

this occurs, the public must be kept informed of activities, and must be given a meaningful opportunity to participate in the development and review of public policy plans and programs.

Public Participation Goal: The proactive public and agency involvement process for transportation planning shall provide complete information, timely public notice, and public access to key decisions; and shall support early and continuing involvement of the public in developing TIP's.

Objective 1: Public input/consideration shall be an integral part of the BCAG decision-making process.

Policy 1.1 BCAG shall provide a 45-day comment period on the PPP prior to adoption by the BCAG Board of Directors. BCAG shall distribute the PPP to all member jurisdictions, the media, state and federal agencies, public libraries and other affected agencies within the region. In addition, BCAG will provide a noticed public hearing prior to adoption of the public involvement policies. The PPP will be posted online at BCAG's website.

Policy 1.2 BCAG shall provide a 30-day comment period prior to adoption of the Regional Transportation Plan (RTP), Federal Transportation Improvement Program (FTIP) and Air Quality Conformity Analysis and Findings. BCAG shall notice the public comment period in local newspapers within the planning area and other media as available. Local newspapers include the Chico Enterprise Record, Oroville Mercury Register, Paradise Post, and the Gridley Herald. Copies of all documents included in the notice shall be available at the BCAG office, website and public libraries during the comment period.

In addition, BCAG shall provide a public hearing prior to adoption of the fore-mentioned plans. These required review periods allow agencies involved in the consultation process and the public to submit written comments to the draft document and supporting material.

Policy 1.3 BCAG shall document and respond upon request, in writing, to comments received during the comment period provided for the RTP, TIP and the Air Quality Conformity Determination. Copies of all written comments and accompanying responses will be included as an appendix in the appropriate document.

Policy 1.4 BCAG shall provide an additional 30-day comment period in those instances where significant public comment on a draft RTP or TIP requires additional public review.

Objective 2: Public Access. The public shall be provided timely notice and reasonable access to information about transportation issues and processes.

- Policy 2.1** All BCAG plans and documents shall be made available for the public to review at the BCAG office and website. Copies of the RTP shall be distributed to public libraries in Butte County and, via the Transportation Advisory Committee, to local planning departments and other participating agencies. Access and copies of information shall be provided to the public and member agencies upon request. Individuals may formally make a single request to be placed on an email notification distribution list for information concerning a specific program or project.
- Policy 2.2** Notices and agendas of all BCAG Board meetings shall be available to the public at a minimum of 3 calendar days (72 hours) before, except in cases of emergency meetings when 24 hours is allowed under the Ralph M. Brown Act (the Brown Act). Agendas will be posted at the BCAG office, on the website and at the City of Chico Council Chambers where the BCAG Board meetings are held.
- Policy 2.3** BCAG shall provide reasonable access to technical and policy information used in the development of plans, the RTP and the TIP's.
- Policy 2.4** In compliance with the Americans with Disabilities Act (ADA), individuals needing special accommodations to participate in meetings should contact BCAG at least three working days prior to the scheduled meeting.
- Policy 2.5** All meetings and workshops of the BCAG Board and its advisory committees are open to the public, except as allowed by the Brown Act.

Objective 3: Public outreach. Opportunities shall be created for all segments of the public to learn and become informed, particularly for those who can be expected to be directly affected by the outcome or those with special needs that may not be well-served by the existing transportation system.

- Policy 3.1** Information pertaining to the adoption, revision, or amendment of all BCAG plans and transportation project priorities shall be available 72 hours prior to the date of the final action, unless in the course of an emergency meeting as allowed under the Brown Act.
- Policy 3.2** BCAG shall inform the public about issues and proposals under consideration through public workshops, newsletters, maps, electronic simulations, exhibits or other techniques, during the development of each of the transportation plans, program, studies, and projects for which BCAG is responsible.

Objective 4: Public Participation Plan review.

- Policy 4.1** BCAG shall annually review the PPP public involvement process as part of the annual certification of BCAG's Overall Work Program & Budget, in cooperation with Caltrans, FHWA, and FTA. BCAG shall also annually

review the PPP policies in terms of effectiveness in soliciting broad-based public input and inclusiveness of transportation stakeholders and traditionally underserved groups.

Subsequent revisions to the PPP will be submitted to each of the mentioned agencies for review and comments prior to approval by the BCAG Board of Directors.

IV. Description of Public Participation/Involvement Activities

In order to raise public awareness and educate members of the public regarding BCAG and the issues under consideration, BCAG utilizes the following:

- **Publications** - BCAG produces the BCAG Bulletin, an agency newsletter featuring updates on BCAG projects, programs and staff. The newsletter is circulated to approximately 350 agencies, businesses and individuals. The newsletter is also available upon request and is posted on the BCAG website.

Informational brochures are typically developed to assist in providing general information on a project, as well as comment sheets to provide feedback.

- **Board Meetings** - BCAG holds monthly Board of Directors' meetings the 4th Thursday of each month. The Board meetings are subject to compliance with the Brown Act; agenda's are posted a minimum of 72 hours prior to the meeting and are open to the public. All agenda materials are currently available to the public at the meetings or online.

Members of the public have the opportunity to speak at these meetings during public hearings and/or on agenda items when called upon by the Chair. For items not on the agenda, a public comment period is held during the "Items from the floor" portion of the meeting. Board action items, minutes and resolutions are made available at the BCAG office and on the website.

- **Media Relations** – Board agendas are provided to television, newspaper and other media contacts in an effort to keep them informed of upcoming issues and actions reviewed and/or voted on at the monthly Board of Directors meetings. Staff will continue to be responsive to media personnel requests in a timely manner.

- **Website** – *BCAG Online* provides an additional means to communicate with member agencies, state/federal agencies and the public. BCAG offers substantial information about the agency, its programs, projects, and events via the Internet, including:

Calendar of Events
Overall Work Program & Budget
Regional Plans/Programs

Board agendas/minutes
Major projects/studies
Transit schedules & information

Demographics/Census Data
Committee agendas
Newsletter, maps & forms
Links to other sites

Weather/road conditions
Traffic counts

BCAG recently started formatting information in an archive section that allows web users to access, view and print many documents. This archive section contains older records such as complete copies of past transportation plans, board minutes/agendas, fiscal and performance audits.

Web sites: www.bcag.org
www.BLineTransit.com
www.buttehcp.com

- **Events** – BCAG has incidental public outreach events to keep the public informed of current projects. Examples of these events include public educational workshops on how to utilize the transit system, Spare the Air Week, and public outreach workshops for current projects that staff is involved in.
- **Public Notice and Review** – In order to inform the public that BCAG is seeking public input, announcements for public meetings, hearings, and/or workshops are issued to local media including: Chico Enterprise Record, Oroville Mercury Register, Paradise Post, and the Gridley Herald. Advertisements may also be placed on local television channels.

When requested or deemed appropriate, BCAG will translate these notices and /or announcements into other languages (as determined by the Environmental Justice Analysis of the subject or project area). A 30-day public review period and public hearing is required for the Unmet Transit Needs Assessment.

- **Public Hearings, Public Workshops, Public Comments** - Public hearings or workshops are also offered in order to give more attention to a specific item. As in the case of public forums, public hearings and workshops are held at an early stage in the process so that suggestions can be integrated into the final proposal. All significant comments made during these public hearings and workshops will receive due consideration, a formal response, and will be included in the final document. In compliance with the Brown Act, all committee and board meetings include a formal public comment period. Past workshops have included topics such as habitat conservation, the Unmet Transit Needs process, and general transit. Public workshops are also held during the planning process for the RTP, the FTIP, and other plans of special interest including the development of this Public Participation Plan.
- **Written Materials** - Written information regarding BCAG activities is available on an ongoing basis. When preparing these documents, it is the goal of staff to make the information understandable to the layperson in the community, make the documents as concise as possible, reduce or eliminate jargon, and explain acronyms.

For staff reports, brief background and discussion sections are included in order to give proper context regarding an issue. Plans and all handouts and other documents for public review include summaries, pictures, graphs, maps and/or other visual aids in an effort to make them understandable and reader-friendly.

- **Accommodations** - Currently, every effort is made to schedule public events at locations accessible by transit users and all buildings for public events are ADA accessible for wheelchairs. Information regarding bicycle lockers/storage can also be researched upon request. Interpreters or other auxiliary aids will be arranged if requested at least 3 days prior to the meeting. Public meeting times vary between day and evening depending on the actual meeting and/or topic. Some public hearings are held in conjunction with BCAG's monthly Board of Directors meeting.

V. Outreach to Traditionally Underserved Groups, Resource Agencies, and Additional Stakeholders

Federal requirements for public participation plans include a process for seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low income and/or minority groups.

Representatives of low income communities have pointed out that these individuals are focused on meeting their survival needs, and public meetings are generally a low priority. However, if a project affects them directly, they are very interested and every effort should be made to include them in the process.



Executive Order 13166 – Limited English Proficiency

Executive Order 13166 directs federal agencies, recipients and sub-recipients of federal financial assistance to examine the services provided, identify any need for services to those with limited English proficiency (LEP), and develop and implement a system providing services so LEP individuals have meaningful access to these services. As a recipient of federal funds, BCAG offers accommodations to individuals with special needs.

Social Services Transportation Advisory Council (SSTAC) & Transit Administrative Oversight Committee (TAOC)

BCAG reaches out to low income communities and others traditionally underserved populations through the Social Services Transportation Advisory Council (SSTAC) and the Transit Administrative Oversight Committee (TAOC). The purpose of these committees is to recommend transit services that should be provided to the transit

dependent community, which often includes low income individuals, as well as the elderly and disabled.

The SSTAC and TAOC may advise the BCAG Board of Directors regarding other transit issues, such as the coordination of specialized transportation services. As key plans are being developed, the SSTAC and TAOC are briefed by BCAG staff for input into the planning process. Comments are then presented to the BCAG Board for review. BCAG shall utilize the existing SSTAC required under California's Transportation Development Act (TDA), to identify unmet transportation needs within the planning area.

Tribal Governments

BCAG provides outreach to the following Northern California tribal organizations in Butte County: Mechoopda Indian Tribe of the Chico Rancheria, Berry Creek Rancheria, Enterprise Rancheria and Mooretown Rancheria. Each tribal organization has been invited to participate on BCAG's Transportation Advisory Committee.

Resource Agencies

BCAG engages resource agencies in plan development, specifically with the RTP, by distributing notifications of preparation for the RTP and the TIP and asking for comments on these documents. These agencies include: state and local agencies, economic development, environmental protection, airport operations, tribal, land use management, natural resources, transportation, freight movement, congestion management, conservation and historic preservation agencies. The Resource Agency Listing for State and Federal Resource Agencies is maintained by the California State Department of Transportation (Caltrans), Division of Transportation Planning, and is updated periodically. BCAG adds local organizations and contacts to this list and will update as necessary.

Additional Stakeholders

In addition to those groups listed above, BCAG strongly encourages public involvement from individuals and groups of individuals who reside, or do business in a given area that may be affected by transportation decisions. They are the following:

- Private and public providers of transportation services, including, but not limited to, the trucking and rail freight industries, rail passenger industry, transit operators, taxi cab operators and airports.
- Specialized transportation service operators, including school buses and social service agencies providing transportation for seniors, and persons with disabilities.
- Those persons who utilize non-motorized modes of transportation such as bicyclists and pedestrians.
- Affordable housing advocates, neighborhood groups, environmental advocates, home builder representatives, broad-based business organizations, landowners, commercial property interests, and home owner associations.

BCAG shall involve these groups through those methods and activities listed in Section IV of this plan.

VI. Description of Committees Contributing to the Planning Process

Advisory Committees

BCAG has a variety of committees that assist in its planning and decision-making process. As a local government entity operating within the State of California, BCAG is subject to the State's open meeting laws identified in the Ralph M. Brown Act.

All monthly meetings of the BCAG Board of Directors and advisory committees are noticed and open to the public. Each of the committees meet as follows:

- **Transportation Advisory Committee** – 1st Thursday of every month, 10:00 am as needed
- **Social Service Transportation Advisory Council** – As necessary
- **Transit Administrative Oversight Committee** – Quarterly, 3:00 pm
- **BCAG Board of Directors** – 4th Thursday of every month, 9:00 am

The following is a description of the composition and function of each BCAG advisory committee:

The BCAG ***Transportation Advisory Committee (TAC)*** includes representatives from each of the local jurisdiction's public works and planning departments, city and county technical staff, representatives from the Air District, Caltrans, and other affected agencies that have a technical interest in the BCAG planning process as well as appointed citizens. The TAC is a vital link in the transportation planning process in that the committee provides the technical level analysis and input required in transportation project/program development. The TAC meets on a monthly basis as needed.

The BCAG ***Social Services Transportation Advisory Council (SSTAC)*** was established under the requirements of the Transportation Development Act (TDA), to ensure that unmet transit needs are identified within Butte County. The SSTAC meets on an as needed basis during the year to review information on possible unmet transit needs within Butte County, as part of the unmet transit needs process. The SSTAC also provides a forum to address other transportation issues facing disabled citizens. The SSTAC is a direct advisory council to the BCAG Board of Directors, and includes representation as directed by statute.

The BCAG ***Transit Administrative Oversight Committee (TAOC)*** was established as a result of the transit consolidation in Butte County. This committee includes administrative and staff representatives from the county, cities, town and BCAG. This committee meets as necessary to review and provide guidance concerning the B-Line transit service. The committee also provides recommendations to the BCAG Board of

Directors on the Annual Transit Service Plan and Budget and other transit issues that may arise during the year that are not included in the plan. All transit policy and financial issues are reviewed with this committee prior to a recommendation being made to the BCAG Board of Directors. The TAOC meets on a quarterly basis.

The BCAG **Board of Directors** includes representatives from each of the local government entities within Butte County. The BCAG Board of Directors specifically includes one council representative from each of Butte County's five incorporated cities and town, and each of the five representatives of the Butte County Board of Supervisors. The BCAG Board of Directors is responsible for all policy decisions under the authority of BCAG, as the designated Metropolitan Planning Organization and Regional Transportation Planning Agency.

Ad Hoc Group

The BCAG Coordinated Transportation Working Group includes interested citizens and social services agencies working towards improved coordinated transportation efforts. This group was formed to address gap services needed for individuals with special transportation needs. This group has been meeting in conjunction with the SSTAC.

VII. Public Participation Measures of Effectiveness

The strategies contained in the Public Participation Plan will be reviewed annually to determine if modification of any particular strategy is necessary or if additional strategies need to be incorporated into the plan. Evaluation tools to measure effectiveness in terms of reaching desired demographic groups or attaining stated goals will also be employed. Evaluation strategies may include, but not be limited to:

- Tabulation of media coverage
- Surveys
- Comment/feedback cards
- Website polling
- Periodic review and update of outreach mailing lists

VIII. Regional Transportation Plan

The long-range Regional Transportation Plan (RTP) prioritizes and guides all Butte County transportation development over a 20 year minimum period. The RTP is the comprehensive blueprint for transportation investment (transit, highway, local roads, bicycle and pedestrian projects), and establishes the financial foundation for how the region invests in its surface transportation system by identifying how much money is available to address critical transportation needs and setting the policy on how projected revenues may be spent. The RTP is updated at least once every four years to reflect reaffirmed or new planning priorities and changing projections of growth and travel demand based on a reasonable forecast of future revenues available to the region.

BCAG may prepare two technical companion documents for RTP updates: a program-level Environmental Impact Report per California Environmental Quality Act (CEQA) guidelines, and transportation air quality conformity analyses (to ensure clean air mandates are met) per federal Clean Air Act requirements. Certain revisions to the RTP may warrant a revision or update to these technical documents.

Updating and Revising the Regional Transportation Plan

A complete update of an existing regional transportation plan is required at least once every four years. The RTP may also be revised in between major updates under certain circumstances, as described in the table on page 12 and narrative below:

RTP Update

An RTP update is a complete update of the most current long-range regional transportation plan, which is prepared pursuant to state and federal requirements.

RTP updates include extensive public consultation and participation involving residents, public agency officials and stakeholder groups over many months. BCAG's advisory committees play key roles in providing feedback on the policy and investment strategies contained in the plan.

RTP Amendment

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

RTP Administrative Modification

This is a minor revision to the RTP for minor changes to project/project phase costs, funding sources, and initiation dates. An administrative modification does *not* require public review and comment, demonstration that the project can be completed based on expected funding, or a finding that the change is consistent with federal transportation conformity requirements. As with an RTP amendment, changes to projects that are included in the RTP's financially unconstrained "vision" element may be changed without going through this process.

Updating and Revising the Regional Transportation Plan (RTP)

Public Participation for RTP Update <i>[Procedures may not occur in order shown]</i>						
<p>1 Extensive public participation plan developed and executed over many months to provide early and continuing opportunities to comment</p> <p>Public Outreach and Involvement</p> <p>Program reviewed with advisory committees</p>	<p>2 Numerous targeted workshops with BCAG advisory committees and stakeholder groups</p> <p>BCAG database is used to notify public of opportunities to participate</p>	<p>3 Opportunities to participate via the Web</p> <p>Key draft documents posted to the Web for public review and comment and available for viewing at the BCAG offices</p>	<p>4 Inter-governmental consultation, as appropriate</p> <p>Review as appropriate based on Air Quality Conformity Protocol</p>	<p>5 Draft plan is released for 30-day public review</p> <p>At least one formal public hearing before BCAG Board of Directors</p> <p>Extend public review period by 5-days if final RTP differs significantly from draft RTP and raises new issues</p>	<p>6 Adoption by the BCAG Board of Directors at a public meeting</p>	
Public Participation for SCS/APS <i>[Procedures may not occur in order shown]</i>						
<p>1 After receipt of the technical report from the regional targets advisory committee (RTAC), BCAG shall conduct one public workshop within the region.</p>	<p>2 Two informational meetings for members of the board of supervisors and city/town councils on the SCS/APS.</p> <p>One meeting may be conducted if it is attended by representatives from the board of supervisors and city council members representing a majority of the population in the incorporated areas.</p> <p>Notice of the meeting shall be sent to the clerk of the board of supervisors and to each city clerk.</p>	<p>3 Public workshop to provide the public with information and tools necessary to provide a clear understanding of the issues and policy choices.</p> <p>The workshop, to the extent practicable, shall include urban simulation computer modeling to create visual representations of the SCS and APS, if one is prepared.</p>	<p>4 Preparation and circulation of a draft SCS and APS, if one is prepared, not less than 55 days before adoption of a final RTP.</p>	<p>5 BCAG database is used to notify the public and stakeholders of opportunities to participate.</p> <p>Database is a means for the public and stakeholders to receive notification based on a single request.</p>	<p>6 Two public hearings on the draft SCS and APS, if one is prepared.</p> <p>To the maximum extent feasible, the hearings shall be in different parts of the region.</p>	<p>7 Adoption by the BCAG Board of Directors at a public meeting.</p>

Public Participation for RTP Amendment			<i>[Procedures may not occur in order shown]</i>		
1 Notify public via Notification (e-mail)	2 Review by BCAG Transportation Advisory Committee or BCAG Board of Directors Posted in BCAG office Posted on BCAG Website	3 Amendment Category <u>Category 1 - Administrative</u> <u>Category 2 - Formal Changes that do not impact the existing conformity determination</u> <u>Category 3 - Formal – Relying on existing conformity determination</u> <u>Category 4 - Formal – Requires a new conformity determination</u>	4 Public Hearing Requirement n/a No No Yes	5 Public Review Period, # of Days n/a 14 14 30	6 Approval BCAG Exec. Director Approval at a public meeting by the BCAG Board of Directors BCAG / FHWA approves conformity

IX. Transportation Improvement Program

The Transportation Improvement Program (TIP) implements the policy and investment priorities expressed by the public and adopted by BCAG in the Regional Transportation Plan (RTP). In this way, public comments made as part of the RTP are reflected in the TIP as well. The TIP covers a four- or five-year timeframe, and all projects included in the TIP must be consistent with the RTP, which covers a minimum of 20 years. The TIP is a comprehensive listing of surface transportation projects — including transit, highway, local roadway, bicycle and pedestrian investments in Butte County — that:

- receive federal funds, or are
- subject to a federally required action, or are
- regionally significant, for federal air quality conformity purposes.

The TIP includes a financial plan that demonstrates there are sufficient revenues to ensure that the funds committed (or “programmed”) to the projects are available to implement the projects or project phases. Adoption of the TIP also requires a finding of conformity with federal transportation-air quality conformity mandates.

Individual project listings may be viewed at the BCAG website at: http://www.bcag.org/__planning/index.html. As part of BCAG’s commitment to public involvement, many projects in the TIP are mapped to present the online reader with a visual location of the project. Individuals without access to the Internet may view a printed copy of the project listings at the BCAG office at 2580 Sierra Sunrise Terrace, Suite 100 in Chico.

FTA “Program of Projects” and the TIP

Individual FTA funded projects are included in the TIP. The opportunity for public participation for FTA funded projects or grants are therefore included and implied as part of the development of the TIP including applicable amendments. Therefore, public involvement activities and time established for public review and comments on the TIP satisfies the Program of Projects (POP) requirements for the FTA.

Updating and Revising the TIP

Federal regulations require that the TIP be updated at least once every four years. From time to time, circumstances dictate that revisions be made to the TIP between updates. BCAG will consider such revisions when the circumstances prompting the change are compelling, and the change will not adversely affect transportation-air quality conformity or negatively impact the financial constraint findings of the TIP.

In addition to a TIP update, revisions to the TIP may occur as TIP Amendments, TIP Administrative Modifications and TIP Technical Corrections. Further explanation about TIP updates and how the types of amendments are processed are shown in the table on page 15 and narrative that follows.

BCAG maintains a free, subscription-based e-mail distribution list of individuals, transportation officials and staff interested in being informed of TIP-related changes and actions. Pertinent information may be distributed to recipients as needed to alert the individuals of notices and information regarding the development and approval of a new TIP and updates, such as the notice of a TIP update, notice and approval of the TIP amendments, and other information as deemed appropriate. This is a tool to help facilitate public review and comments as well as coordination with transportation and other public agencies. Anyone may sign up for the service by contacting BCAG by phone at 530-879-2468 or by email at www.bcag.org/__about_bcag/contact_us.html.

TIP Update

This is a complete update of the existing TIP, to reflect new or revised transportation investment strategies and priorities. An update of the TIP is required at least once every four years. Because all projects included in the TIP are consistent with the RTP, BCAG's extensive public outreach for development of the RTP is reflected in the TIP as well. The TIP implements, in the short-term, the financially constrained element of the RTP and is responsive to comments received during the development of the RTP. TIP updates will be subject to the conformity and interagency consultation procedures.

TIP Amendment

This is a revision that involves a major change to the TIP, such as the addition or deletion of a project; a major change in project cost or project/project phase initiation date; or a major change in design concept or design scope (e.g., changing project termini or the number of through traffic lanes). An amendment is a revision that requires public review and comment, re-demonstration of fiscal constraint, or an air quality conformity determination. Amendments requiring a transportation-air quality conformity analysis will be subject to the conformity and interagency consultation procedures. TIP amendment procedures are in conformance with the latest available federal guidance. The public review period depends if a new regional emissions analysis is prepared. If so, then a 30 day minimum review period is required. If there is not a new regional emissions analysis, a minimum seven day public review period is required. In most cases, the effected project has already been included in the RTP which has gone thru a more extensive review period.

TIP Administrative Modification

An administrative modification includes minor changes to a project's costs or to the cost of a project phase; minor changes to funding sources of previously included projects; and minor changes to the initiation date of a project or project phase. An administrative modification does not require public review and comment, re-demonstration of fiscal constraint, or conformity determination.

TIP Technical Correction

Technical corrections may be made by BCAG staff as necessary. Technical corrections are not subject to an administrative modification or an amendment, and may include

revisions such as: changes to information and projects that are included only for illustrative purposes; changes to information outside of the TIP period; changes to information not required to be included in the TIP per federal regulations; or changes to correct simple errors and data entry errors. These technical corrections cannot impact the cost, scope, or schedule within the TIP period, nor will they be subject to a public review and comment process, re-demonstration of fiscal constraint, or a conformity determination.

Updating and Revising the Transportation Improvement Program (TIP)

TIP Update					
<i>[Procedures may not occur in order shown]</i>					
1 Notify public via Notification (e-mail) Notify public, including RTP participants, via U.S. mail; use appropriate lists within BCAG's database	2 Review by BCAG Transportation Advisory Committee	3 Intergovernmental consultation, as appropriate 30-day public review and comment period Draft TIP at BCAG office and mail to public libraries in Butte County Post on BCAG Web site	4 Inform media, as appropriate BCAG's response to significant comments compiled into an appendix in the final TIP Extend public review period by 5-days if final TIP differs significantly from draft TIP and raises new material issues	5 Review by BCAG Transportation Advisory Committee	6 Adoption by BCAG Board of Directors at a public meeting Approval by Caltrans Approval by Federal Highway and Federal Transit administration (FHWA/FTA)
TIP Amendment					
<i>[Procedures may not occur in order shown. All procedures in accordance with Federal guidance]</i>					
1 Notify public via Notification (e-mail)	2 Review by BCAG Transportation Advisory Committee or BCAG Board of Directors Post in BCAG office Post on BCAG Web site	3 Amendment Category <hr/> Category 1 - Administrative <hr/> Category 2 - Formal Changes that do not impact the existing conformity determination <hr/> Category 3 - Formal – Relying on existing conformity determination <hr/> Category 4 - Formal – Requires a new conformity determination	4 Public Hearing Requirement <hr/> n/a <hr/> No <hr/> No <hr/> Yes	5 Public Review Period, # of Days <hr/> n/a <hr/> 14 <hr/> 14 <hr/> 30	6 Approval <hr/> BCAG Exec. Dir. / Caltrans <hr/> Approval by Caltrans & FHWA/FTA <hr/> Approval by Caltrans & FHWA/FTA <hr/> Approval by Caltrans & FHWA/FTA

TIP Technical Correction <i>[Procedures may not occur in order shown]</i>		
❶ No public review	❷ Corrections by staff	❸ No approval required

X. Annual Listing of Obligated Projects

By federal requirement, BCAG publishes at the end of each calendar year an annual listing of obligated projects, which is a record of project delivery for the previous year. The listing is also intended to increase the awareness of government spending on transportation projects to the public. Copies of this annual listing may be obtained by contacting BCAG.

XI. Comments

To submit comments or for more information about Butte County Association of Governments please visit our website at www.bcag.org, or contact:

Ivan Garcia
 Programming Manager
 Butte County Association of Governments
 2580 Sierra Sunrise Terrace, Suite 100
 Chico, CA 95928
 Phone: (530) 879-2468
 Fax: (530) 879-2444
 Email: igarcia@bcag.org