

STAFF REPORT

SUBJECT: Public Participation Plan

MEETING DATE: December 11, 2007

AGENDA ITEM: 4

STAFF CONTACT: Gregg Hart, Michael Powers

RECOMMENDATION:

Recommend approval of SBCAG Draft Public Participation Plan

SUMMARY:

SBCAG has an existing Public Participation Plan that was last amended in 2002. Federal law requires SBCAG to regularly update its Public Participation Plan. SAFETEA LU requires that the participation plan be developed in consultation with all interested parties and shall address specific criteria. The updated plan addresses all these requirements, has met the required public circulation requirements and is ready for adoption.

DISCUSSION:

SBCAG has an existing Public Participation Plan that was last amended in 2002. Federal law requires SBCAG to regularly update its Public Participation Plan. SAFETEA LU requires that the participation plan be developed in consultation with all interested parties and shall, at a minimum, describe procedures, strategies, and desired outcomes for public notice of public participation activities and time for public review and comment at key decision points; timely notice and access to information about transportation issues and processes; employing “visualization techniques” to describe transportation plans; making public information available in electronically accessible formats and means, such as the World Wide Web; holding any public meetings at convenient and accessible locations and times; seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households; coordinating with the statewide transportation planning public involvement and consultation processes; and periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

Member Agencies

Buellton ■ Carpinteria ■ Goleta ■ Guadalupe ■ Lompoc ■ Santa Barbara ■ Santa Maria ■ Solvang ■ Santa Barbara County

The updated plan addresses all these requirements. To a large extent, existing SBCAG processes address many of these requirements. For example, SBCAG Board meetings are accessible and televised with remote access from Santa Barbara and Santa Maria. Public input is a regular part of board meetings and committees are accessible to the public.

An element receiving additional attention is these guidelines is making SBCAG notices and reports accessible on the World Wide Web and specifying outreach to traditionally underserved groups. One significant challenge is associated with the method of informing the public and interested parties of impending changes to the RTP and FTIP. In the past, SBCAG has relied on legal notices in the paper. This has become less effective due to changes evident in the media and in the way the public obtains news and information over the past several years. Therefore, the Plan proposes more reliance on the internet and e-mail notices vs. formal legal notices.

The draft plan was circulated for public comment from October 8th to November 30, 2007. A minimum public comment period of 45 calendar days is required before the revised participation plan is adopted by the MPO. Sixty days will have elapsed since the plan was circulated for public review and the SBCTAC/TTAC/TPAC Committee meetings to consider adoption of the plan. Staff held two noticed workshops, one in Santa Maria on October 10th and the other in Santa Barbara on October 11th to receive public comments on the draft Plan. Display advertisements for the workshops were placed in the Santa Barbara News Press, Santa Maria Times, Lompoc Record and Santa Ynez Valley News. In addition, e-mail notices were sent to SBCAG's nearly 2,500 recipient list to announce the start of the Public Participation Plan Update process and a second e-mail notice was sent to announce the workshop dates and locations. SBCAG staff received comments on the draft plan from FTA/FHWA, Caltrans, TTAC, TPAC and SBCTAC and the SBCAG Board. The plan has been amended to address the comments received. (See attachment)

ATTACHMENTS:

Response to Comments received on Draft Public Participation Plan
Public Participation Plan 2007

Response to Comments received on Draft Public Participation Plan

The following comments were received on SBCAG's Draft Public Participation Plan and the suggestions have all been added to the document on the noted pages.

SBCAG Board – Supervisor Carbajal suggested that SBCAG inventory the Spanish radio stations and newspapers. Supervisor Centeno suggested adding the SLO Tribune and other San Luis Obispo County media outlets that cover northern Santa Barbara County to the media list. (Page 6)

FTA/FHWA – The plan draft should include documented consultation information (i.e. how participants were contacted, who participated, and what was decided during the participation plan process). (Appendix D) In the last paragraph on page ten, consider identifying that 23 *CFR 450.332* refers to the annual listing of obligated projects. (Page 11) The plan draft mentions a working relationship with the tribes on page thirteen. Were the tribes represented during the creation of the participation plan? (Appendix D)

CALTRANS – Mention in the Plan that there is remote testimony available for every SBCAG Board meeting. (Page 7) On page 8, you mention the RTP being updated every four years. Actually, its 5 years for SBCAG since this is an air quality attainment area. (Page 8)

TPAC - Bill Shipsey suggested including reference in the document to SBCAG's extensive use of sites throughout the county for public meetings and workshops. (Page 7)

SBCTAC - Barry Stotts recommended reference to ADA special access requirements be added (the notice that is placed on all SBCAG Committee Agendas) to the report. Summary Spanish language contact information that is in most SBCAG public notices should be referenced as well. A table be inserted listing the newspapers, radio, and TV stations (including those in San Luis Obispo and Ventura Counties whose markets are in Santa Barbara County) and that SBCAG attempt to use public access TV, social service agencies and churches in reaching low income and minority communities. Barry also suggested a web link between SBCAG and the 211 system and the CRIS Directory. (Page 14) Vibiana recommended using College and High School newspapers for workshop notices. She added that churches are another good way to reach low income and minority individuals. Dean Palius and others recommended social service non-profits such as Salvation Army and Catholic Charities. David Damiano recommended consideration of web media such as Craig's list. (Page 14)

PUBLIC PARTICIPATION PLAN 2007



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PUBLIC PARTICIPATION PLAN 2007

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

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I. Purpose and Background

The purpose of the Santa Barbara County Association of Governments' Public Participation Plan is to inform and involve citizens in SBCAG's various programs, projects and work activities. This includes, but is not limited to, lower income households, minorities, persons with disabilities, representatives from community and service organizations, tribal councils, and other public agencies. This element 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 in agency work through timely workshops on topical issues, fully noticed public hearings, and ongoing broad citizen/organization involvement in the planning and decision processes.

Broad-based community participation is essential to the success of programs, plans and projects of the Santa Barbara County Association of Governments. Ideals 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, and respect and consider all citizen input as an important component of the planning implementation process;
- Promote a culture of dialogue and partnership among residents, property owners, the business and environmental communities, 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 communications and agency reports that are clear, timely, and broadly distributed; and
- Outreach to groups who may be underserved by existing transportation systems or who may be disproportionately impacted by transportation projects.

Background

In an effort to reach out to the people of Santa Barbara County and in response to the passage of the 1991 Intermodal Surface Transportation Efficiency Act (ISTEA), the Santa Barbara County Association of Governments in 1992 developed a Public Participation Plan to formalize and follow public outreach strategies to involve the populace in transportation planning decisions. Over the past few years, SBCAG has implemented those strategies and have incorporated new strategies into the mix. In response to the passage of the Safe, Accountable, Flexible and Efficient Transportation Equity Act – A Legacy for

Users (SAFETEA-LU), SBCAG is again updating our Public Participation Plan to reflect current and future public involvement efforts of the agency in response to federal guidelines and requirements.

II. Compliance with Federal Requirements (SAFETEA-LU)

The Santa Barbara County Association of Governments Public Participation Plan was originally adopted in 1992 following the requirements of the 1991 Intermodal Surface Transportation Efficiency Act (ISTEA). In 1998, ISTEA was succeeded by the Transportation Efficiency Act for the 21st Century (TEA-21), which was subsequently succeeded by the Safe, Accountable, Flexible and Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU) on August 10, 2005. TEA-21 and SAFETEA-LU continue the strong federal emphasis on public participation from the 1991 ISTEA, requiring the public participation plans of metropolitan transportation planning processes “shall be developed in consultation with all interested parties and shall provide that all interested parties have reasonable opportunities to comment on the contents of the transportation plan.”

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

- (i) holding any public meetings at convenient and accessible locations and times;
- (ii) employing visualization techniques to describe plans; and
- (iii) making 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.

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 ISTEA/TEA-21 and SAFETEA-LU is the expanded definition of participation by “interested parties.” Broadly defined, SBCAG includes its partners, groups, and individuals who are affected by or involved with transportation in Santa Barbara County and the surrounding region. Examples include citizens, affected public agencies, representatives of public transportation services, 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) are available on a website, and that documents will be written in easily understandable language that utilizes visual components. These elements are addressed in Section IV of this plan.

III Objectives

The Santa Barbara County Association of Governments shall provide for public involvement and participation consistent with the following objectives and strategies in the development of its short and long-range transportation plans, programs, and projects.

Objective 1: Raise the level of understanding of the transportation planning process in the region and identify how interested citizens can participate.

Objective 2: Maximize opportunities for public involvement in the transportation planning process.

Objective 3: Maintain contact with interested citizens and key stakeholders throughout the process of developing MPO plans and projects.

Objective 4: Be responsive to citizens.

Objective 5: Involve traditionally under-served persons – those who are minority, low-income or elderly or those addressed by the Americans with Disabilities Act (ADA) in transportation planning issues.

Objective 6: Inform and educate incoming SBCAG Board members, local council members/supervisors and advisory committee members regarding the MPO's functions, responsibilities, and programs.

IV. Description of Public Participation/Involvement Activities

Before members of the public can give input on SBCAG programs, they must be aware of what SBCAG is and what issues are under consideration. To raise public awareness, SBCAG uses several strategies:

Publications

SBCAG produces *Newswire*, an agency electronic newsletter that features updates on SBCAG projects, programs and staff. It is circulated to approximately 1,000 individuals, elected officials, local, state and federal agency staff and community organizations. The newsletter will be distributed to any person or group requesting it. Traffic Solutions, SBCAG's Transportation Demand

Management program also publish information about commute alternatives and programs in the *Newswire*.

SBCAG has developed an agency brochure, in both English and Spanish, which highlights the main programs of the organization.

Website

SBCAG offers information about the agency, its programs and projects, and events via the internet at www.sbcag.org. This site is also linked to other Santa Barbara County jurisdictions. Users can ask questions and leave public comments. Staff follows up with responses to these comments. SBCAG’s Traffic Solutions offers a dedicated site at www.trafficsolutions.com for commuters traveling in and out of Santa Barbara County on the variety of transportation and transit options available with links to other transit sites and park-and-ride lots as well.

Media Relations

Board meeting agenda packets are circulated to the newspapers in order for them to be informed of the issues that the SBCAG board considers and acts on during their monthly Board meeting held the third Thursday of each month. Staff will continue to be responsive to press information requests in a timely fashion.

It is important for the public to know when SBCAG is seeking their input. For this reason, press releases for public meetings, hearings or workshops are issued to the following local daily and weekly papers, periodicals, and news services

Santa Barbara Independent	Santa Maria Times	Santa Maria Sun
Coastal View News	Lompoc Record	Valley Voice
Santa Barbara Daily Sound	KEYT-TV	KSBY-TV
Santa Barbara News Press	Daily Nexus	KCOY-TV
Santa Ynez Valley News	Ventura County Star	KUHL
Pacific Coast Business Journal	Montecito Journal	Los Angeles Times
KPMR-TV	KTMS 990	KCSB
KJEE	KTYD	KIST
Latino Today	El Tiempo	KINS
San Luis Obispo Tribune	Unavision	Telemundo
KTAS	KTAS-TV	

SBCAG also has a Public Information Officer who provides direct media liaison on SBCAG activities.

Speakers Bureau

SBCAG proactively schedules speaking engagements for staff through its Speakers Bureau. Service clubs, community and business organizations are a few of the venues that SBCAG staff and Board members speak to the public

about SBCAG programs and projects. Fact sheets, talking points and visual displays are utilized to help articulate the message at hand.

Events

SBCAG holds several events during the course of the fiscal year, which help increase awareness of the agencies activities and its role in the community. One such event is the Green Awards, designed in partnership with the Santa Barbara County Air Pollution Control District the County of Santa Barbara's Solid Waste Division, Santa Barbara County Water Agency and the Community Environmental Council, designed to recognize local businesses or community organizations which improve practices that benefit the environment in Santa Barbara County.

Open Houses/Workshops

When SBCAG is presenting agency plans or programs or working with local jurisdictions on specific transportation projects or programs, open houses workshops are held to present background information on needs/issues and discuss alternatives to gain early input of nearby residents and the community. These open houses and workshops have been effective in receiving useful public comment. Handouts, display boards and technical staff provide information on the project or program. Individuals are encouraged to make comments to staff or write their thoughts on comment cards. Open Houses and workshops are held for several hours and on large projects or programs in the four regions of the County, (the South Coast, the Santa Ynez Valley, the Lompoc Valley and the Santa Maria Valley) to accommodate a variety of schedules and to facilitate participation by members of the public from all areas of the county.

Geographic Diversity

Santa Barbara County is large. To accommodate the geographic diversity of the county the SBCAG Board alternately meets in Santa Maria and Santa Barbara. Remote Testimony is available from each location so members of the public do not need to travel to the opposite end of the county to testify before the Board. SBCAG Advisory Committee meetings are often held in Buellton, a central county location and agency workshops and other meetings are frequently held in Santa Barbara, Santa Maria, Lompoc and Solvang, the main regions of Santa Barbara County.

Accessibility

Per the Americans with Disability Act, all SBCAG Board and Committee meetings are all physically accessible and persons needing special accommodations to participate in the meeting will be accommodated upon request. This information is included in every SBCAG meeting agenda.

Translation of Public Notices

When requested or deemed appropriate, SBCAG will translate public notices and press releases into Spanish. All SBCAG display advertisements in English language publications include reference to contact phone number in Spanish. Factors considered in determining whether Spanish language translation is appropriate include expressed interest by Spanish speakers, ethnicity of populations impacted, project or program purpose and need and expected effectiveness of reaching Spanish speaking populations.

SBCAG also distributes notices of planning documents and news releases to organizations that represent minority organizations that share information and are a resource for particular demographic groups, including Southeast Asian, Native American, Hispanic and African American.

Outreach for Planning Documents

There are a number of planning documents SBCAG creates and publishes for which this Public Participation Plan outlines a specific public process. Since these documents are regularly updated, the public and reviewing agencies can expect the processes outlined below to be followed consistently.

Unmet Transit Needs (UTN) Report. SBCAG is responsible for allocating Transportation Development Act funds under state law and for making findings following a public input process regarding the existence of unmet transit needs. The UTN report is developed and published annually in the spring after a north county effort to collect public input regarding transit needs in north Santa Barbara County (All TDA funds in south county are already spent only on transit and SBCAG's role is limited to determining the existence of unmet transit needs in areas where TDA funds are use for non-transit purposes). Opportunities for public participation in the development of the UTN report include:

- SBCAG public hearing to solicit input on unmet transit needs
- UTN workshops across the County hosted by local transit agencies
- 30-day comment period on Draft UTN Report
- Public Hearing on Draft UTN Report
- SBCAG Board adoption of the Final UTN Report
- Occasional surveys distributed in north county

Transportation Planning Documents. For the Regional Transportation Plan, Federal Transportation Improvement Program, the Federal Highway Administration (FHWA) California Division provides the Central Coast region with specific outreach requirements. The following participation process is consistent with those definitions and requirements. For more detailed information about FHWA guidance, please contact SBCAG staff.

Regional Transportation Plan (RTP). The RTP is generally updated every five years consistent with SAFETEA-LU requirements, with a limited number of amendments as needed in the intervening years. Opportunities for public participation for the RTP are different for RTP updates versus RTP amendments. RTP Updates include significant revisions to the RTP document, while RTP amendments are generally specific to project scopes, schedules, or costs.

Outreach for RTP Updates:

Public Meetings, workshops, and surveys during the RTP development period to solicit public dialogue and comment on the RTP process including, but not limited to issues such as:

- Overview of the planning process
- RTP goals, objectives, performance indicators
- RTP project lists
- RTP funding scenarios

Legally noticed public comment period on the Draft RTP Update. The length of the public comment period is aligned with California Environmental Quality Act requirements, which are generally:

- 30-days if RTP Update does not include a new Programmatic Environmental Impact Report.
- 45-days if the RTP Update includes a new Programmatic Environmental Update Report.

Legally Noticed public hearing at a SBCAG Board hearing.

Outreach for RTP Amendments:

RTP Amendments are generally triggered by a project-specific need to be consistent either with the project's environmental document or the Federal Transportation Improvement Program (FTIP). As such, the public participation process for RTP amendments follow the requirements as outlined for the FTIP below, as applicable.

Federal Transportation Improvement Program.

The FTIP will need to be amended periodically following its adoption to reflect changes in the program including project additions, deletions and revisions. All requests to amend the FTIP must be submitted by the project-sponsoring agency. The request must clearly identify the proposed modifications and include all of the relevant programming information such as the project description and scope, costs by project phase and program year, and the funding sources and amounts. SBCAG will consider amendment requests only if the proposed changes will not adversely affect the financial constraints findings of the FTIP. Proposed additions or changes to projects must also be consistent with the rules of the particular funding program involved.

The FTIP is usually updated every two years, with amendments occurring as needed. Federal requirements and SBCAG policy distinguish between two types of FTIP amendments – formal amendments and administrative amendments – which differ based on the magnitude of the proposed change and the level of review required by various federal, state and local agencies. Generally, significant changes to the cost scope or schedule of a project listing require a formal amendment. These formal amendments must be approved by the SBCAG Board as well as by Caltrans, FTA and FHWA.

Minor project changes, including its funding sources, description, a lead agency change, scheduling adjustments, and other items may be approved as an administrative amendment to the FTIP. Approval of administrative amendments has been delegated to the SBCAG Executive Director, and as a result, its streamlined procedure bypasses several steps in the amendment process, and generally expedites the approval timeframe by two to three months. All other amendments require formal approval by the SBCAG Board.

Administrative amendments must be consistent with the approved FTIP financial plan and changes in funding must be accommodated within the available resources identified in the plan. Administrative amendments are minor changes that:

- Revise a project description without changing the project scope or conflicting with the environmental document;
- Revise the funding amount listed for a project's phases. Additional funding is limited to the lesser of 20 percent of the project cost or \$2 million;
- Change the source of funds;
- Splits or combines individually listed projects; as long as cost, schedule and scope remain unchanged;
- Changes required information for grouped project (lump sum) listings; or
- Adding or deleting projects from grouped project (lump sum) listings as long as the funding amounts stay within the guidelines in the second bullet above.

Administrative amendments can be processed in accordance with these procedures provided that:

- It does not affect the air quality conformity determination, including timely implementation of Transportation Control Measures (SBCAG is an air quality maintenance area, and does not prepare a conformity determination), and
- It does not impact financial constraint

Amendments whose scale, type or other aspect precludes use of the administrative amendment option are processed as formal amendments. Formal

amendments require SBCAG Board approval via resolution, and its subsequent concurrence by Caltrans and the FHWA and FTA. At the discretion of the Executive Director, SBCAG may require that administrative amendments be treated as a formal amendment for amendments that are controversial, or that are determined to be not clearly within the scope of an administrative amendment.

Currently the approval process for a project-related amendment to the FTIP lasts from thirty to sixty days which can delay projects from advancing on schedule. Generally, projects that are amended in the FTIP require approval as formal amendments by SBCAG through adoption of a resolution and approval by Caltrans, FHWA, and FTA.

Federal regulations (23 CFR 450.332) require that SBCAG adopt procedures to expedite the amendment process for certain projects within the FTIP and requires the annual listing of obligated projects. Projects that are eligible to use this process are:

1. Financially constrained and have been determined by MPO staff to be administrative in nature.
2. Do not need and adopted MPO board resolution.

Utilizing the expedited procedures is optional for the project sponsor and SBCAG. Projects may still be amended using the regular FTIP amendment process.

Measure D Expenditure Plan or Ordinance.

SBCAG is designated as the Local Transportation Authority for Santa Barbara County and is responsible for administering the revenues generated by Measure D, a voter-approved ½% sales tax for transportation. An expenditure plan and ordinance implementing Measure D has been approved by the SBCAG board. Pursuant to state law, any amendments to the expenditure plan require approval by two-thirds of the SBCAG board and cannot take effect until after a 45 day review period.

SBCAG Public Participation Plan.

Major revisions to the SBCAG Public Participation Plan include a 45-day public review period and public hearing. In addition, in response to federal requirements under SAFETEA-LU, the on-going expansion of the Public Participation Plan includes outreach efforts as described in **Appendix D**.

The drafts of the documents described above are posted on www.sbcag.org and mailed and deposited in a public library in each city (Santa Barbara County) for public review.

Please see **Appendix A** for a Summary Schedule of Public Notices and Public Hearings.

Periodic Public Workshops

SBCAG holds public workshops to allow individuals to ask questions and give their opinion outside of the regular Board or Committee meetings. Past forums have included topics such as 101 in Motion, Measure D and the Regional Growth Forecast. Workshops are also held during the planning process for the Regional Transportation Plan, the Federal Transportation Improvement Program, and other plans of special interest. SBCAG will use visualization techniques to present information in a non-technical manner.

Public Hearings, Public Workshops, Public Comments

Public hearings or workshops are also offered in order to give more attention to a specific item. SBCAG will use visualization techniques to present information in a non-technical manner. 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 using any of these means of public comment 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 hearings have, at a minimum, a formal public comment period. Agendas for Board meetings are posted at a minimum 72 hours prior to the meeting. However, in most cases, Board agendas are posted five days before the scheduled meeting.

Accessibility to Information

Once members of the public decide to get involved in local decision-making, they should have easy access to information and the public comment process. The following strategies are designed to improve the public's access to SBCAG meetings and materials.

Written Materials

A wealth of written information on SBCAG's activities is available on an ongoing basis. When preparing these documents, staff's goal is to make the information understandable to the average person in the community, to make the documents as concise as possible, to reduce or eliminate jargon and to explain acronyms. For staff reports, a brief background and a discussion section are included to give proper context on an issue. Plans and all handouts and other documents for public review include an executive summary, pictures, graphs, maps and/or other visual aids to make them more reader-friendly and understandable.

Accommodations

Currently, every effort is made to schedule public events at a location accessible by transit and all buildings for public events are ADA accessible for wheelchair users. Interpreters or other auxiliary aids will be arranged for the public event if requested prior to the meeting. Public meeting times vary between day and evening meetings depending upon the actual meeting location and /or topic.

Some public hearings are held in conjunction with SBCAG's monthly board meeting which rotates between north and south county.

Hotlines

Staffed and electronic hotlines are utilized as a public outreach tool and included in printed outreach material and on project websites in order to receive comments from the public.

Board Meetings

All agenda materials are currently available to the public at the Board meeting. Prior to the meeting, agendas are posted on the SBCAG website at www.sbcag.org. All staff reports distributed to the Board are also posted on the website in advance and made available to the public at the meetings. The schedule of upcoming committee or Board meetings are posted on the website and Board and committee meeting notices are also posted outside the SBCAG office.

Opportunities for public comment on items on or off the agenda. cards in both English and Spanish are provided for members of the public to indicate which agenda items they wish to speak on; these cards can be turned in to staff members. At public hearings, the Chairperson requests members of the audience for their comments on the issue at hand. For items not on the agenda, "a public comment" period is held early in the meeting, after roll call.

V. Outreach to Traditionally Underserved Groups and Resource Agencies

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 minority groups.

Representatives of low income communities have pointed out that these individuals are focused on meeting subsistence needs, so public meetings are generally a low priority. However when a project affects them directly, they are very interested. SBCAG works with community organizations to assist in outreach to low income and minority groups. SBCAG has compiled and routinely updates an Environmental Justice Resource List to use as a source for outreach. Please refer to **Appendix B** for the Environmental Justice Resource List.

Executive Order 13166, Limited English Proficiency

This Executive Order directs Federal agencies, recipients and sub-recipients of Federal financial assistance to examine services they provide, identify any need for services to those with limited English proficiency (LEP), and develop and implement a system to provide services so LEP persons have meaningful access

to them. As a recipient of federal funds, SBCAG offers accommodation to individuals with special needs as identified on our agendas for public meetings.

Santa Barbara County Transit Advisory Committee

SBCAG reaches out to transit dependent communities through the Santa Barbara County Transit Advisory Committee. The committee's purpose is to recommend the 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 SBCTAC also advises the SBCAG Board on other transit issues, such as the coordination of specialized transportation services. As key plans are being developed, the SBCTAC are briefed by SBCAG staff for their input into the planning process. Their comments are presented to the SBCAG Board for their review.

Tribal Government

SBCAG works with the Santa Ynez Band of Chumash Indians. SBCAG Boardmembers periodically meet with Chumash Business Committee members to discuss issues of mutual concern. Chumash Tribal Administration staff also attend SBCAG's TTAC, TPAC and Measure D renewal committee meetings, and other committee meetings as they deem necessary.

Resource Agencies

SBCAG engages resource agencies to the extent practicable in the development of agency plans, and specifically RTP development, by distributing notifications of updates to the RTP and FTIP. These agencies include: state, local, tribal agencies responsible for planned growth, economic development, environmental protection, airport operations, freight movements. Land use management, natural resources, conservation and historic preservation. The Resource Agency Listing for state and federal resource agencies is maintained by the California State Department of Transportation, Division of Transportation Planning and updated periodically. SBCAG adds local organizations and contacts to this list and will update it as necessary. Please see **Appendix C** for the current Resource Agencies listing.

Social Service Organizations, Churches & Schools & Other Non-Traditional Sources

SBCAG will expand strive to expand its noticing and outreach efforts to include social service organizations, community service non-profit organizations, churches, high schools and college newspapers and other nontraditional outreach opportunities as identified including web based information sources, public access television and the 211 information service.

VI. Description of Committees That Contribute to Planning Process

SBCAG Standing Committees

The SBCAG Board relies on several committees for input on proposed plans, programs and actions that assist in its planning and decision-making. All of these committees are open to the public, with posted agendas in accordance with state law (Brown Act).

Technical Transportation Advisory Committee

The Technical Transportation Advisory Committee (TTAC) consists of staff representatives from the County of Santa Barbara, the eight incorporated cities in Santa Barbara County, Caltrans, Santa Barbara County Air Pollution Control District, Santa Barbara Metropolitan Transit District (SBMTD), and SBCAG. Nonvoting, ex-officio members include FHWA, FTA, Vandenberg Air Force Base (VAFB), and University of California Santa Barbara. While SBMTD is the only special district transit agency on TTAC, the city representatives for Guadalupe, Lompoc, and Santa Maria represent their transit agencies that are operated by their own agencies. The committee reviews SBCAG transportation plans and programs and advises the SBCAG board.

Technical Planning Advisory Committee

The Technical Planning Advisory Committee (TPAC) is comprised of staff representatives of the County of Santa Barbara, the eight incorporated cities, Santa Barbara County Air Pollution Control District, and SBCAG. Additional nonvoting, ex-officio members represent Vandenberg AFB, the Local Agency Formation Commission (LAFCO), the County's Housing Program and the University of California at Santa Barbara (UCSB). The committee reviews land use plans and programs and advises the SBCAG board.

Santa Barbara County Transit Advisory Committee

The Santa Barbara County Transit Advisory Committee (SBCTAC) is comprised of representatives from fixed route transit and paratransit providers, social service agencies, non-profit groups providing social services, and transit users. The committee advises the board on transit issues.

Single Issue Task Forces

Single Issue task forces, such as the 101 in Motion Technical Advisory Committee and Citizens Advisory Group, the North County Transit Plan Advisory Committee and the Measure D Renewal Policy Development Committees, provide guidance throughout the development of specialized plans or programs. The use of a single issue task force is considered when SBCAG is developing a plan or examining an issue with a high level of community interest. These task forces are broad-based, representing a range of interested parties. Meetings are open to the public. Members help set the goal of the study or plan, and provide review and comment throughout the planning process. Facilitators may be brought in to assist group members in reaching consensus.

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 our effectiveness in terms of reaching desired demographic groups or attaining stated goals will also be employed. Evaluation strategies include, but are not limited to:

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

The overall plan will be formally updated as necessary at least once every five years. Your comments on this program are encouraged. To submit comments or for more information about the Santa Barbara County Association of Governments, contact:

Public Information/Government Affairs Coordinator
Santa Barbara County Association of Governments
260 North San Antonio Rd., Suite B
Santa Barbara, CA 93110
Phone: (805) 961-8900
Fax: (805) 961-8901
e-mail: info@sbcag.org

Appendix A

Summary Schedule of Public Notices and Public Hearings

Document	Updated	Last Updated	Notice prior to Board Meeting	Website Posting	Newspaper Legal advertisement	Public Hearing
Disadvantaged Business Enterprise (DBE)	Annually	2006	NA	Yes	No	No
RTIP	Every 2Years	2007	30 days	Yes	No	As applicable
FTIP	Every 3 Years	2006	30 days	Yes	No	As applicable
RTP-EIR	Every 3 Years	2004	45 days	Yes	Yes	Yes
Unmet Transit Needs	Annually	2007	30 days	Yes	Yes	Yes
FTA 5310 Funding	Annually	2006	NA	Yes	No	No
Public Participation Plan	At least Every 5 Years	2007	45 days	Yes	Yes	Yes

Appendix B

SBCAG Public Participation Environmental Justice Resource List

Santa Ynez Band of Chumash Indians

P.O. Box 517
Santa Ynez, CA 93460

Environmental Defense Center

906 Garden Street
Santa Barbara, CA 93101

United Way of Santa Barbara County

320 E. Gutierrez St.
Santa Barbara, CA 93101

La Casa De La Raza

601 E. Montecito Street
Santa Barbara, CA 93101

PUEBLO

South County Office
114 E. Haley St. Suite E
Santa Barbara, CA. 93101

North County Office
500 S. Broadway Suite 237
Santa Maria, CA 93454

League of Women Voters

328 E Carrillo St # A
Santa Barbara, CA 93101

Independent Living Resource Center

423 W Victoria St
Santa Barbara, CA 93101

Central Coast Commission for Senior Citizens/ Area Agency on Aging

528 South Broadway
Santa Maria, CA 93454

NAACP

PO Box 1081
Santa Barbara, CA 93102

Appendix C Resource Agencies Listing

California Coastal Commission
Central Coast District Office
725 Front Street, Suite 300
Santa Cruz, CA 95060

California Dept. of Fish & Game
South Coast Region
P.O. Box 1797
Ojai, CA 93024

California Coastal Conservancy
13th Floor, 1330 Broadway
Oakland, CA 94672

California Coastal Commission
89 S. California Street, Suite 200
Ventura, CA 93001-2801

California State Parks
Channel Coast District
911 San Pedro Street
Ventura, CA 93001

Los Padres National Forest
Supervisors Office
6755 Hollister Av., Suite 150
Goleta, CA 93117

Los Padres National Forest
Santa Lucia Ranger District
1616 Carlotti Dr.
Santa Maria, CA 93454

Los Padres National Forest
Santa Barbara Ranger District
3505 Paradise Road
Santa Barbara, CA 93105

NOAA Fisheries
501 Ocean Bl., Suite B
Long Beach, CA 90802-4213

Central Coast RWQCB
895 Aerovista Place, Suite 101
San Luis Obispo, CA 93401

USFWS
2493 Portola Road
Ventura, CA 93003

Land Trust for Santa Barbara County
P.O. Box 91830
Santa Barbara, CA 93190

U.S. Army Corps of Engineers
40015 Sierra Highway, Suite B145
Palmdale, CA 93550

County of Santa Barbara
Planning & Development Dept.
123 E. Anapamu Street
Santa Barbara, CA 93101

City of Carpinteria
5775 Carpinteria Av.
Carpinteria, CA 93013

City of Santa Barbara
735 Anacapa St.
Santa Barbara, CA 93101

City of Goleta
130 Cremona Dr., Suite B
Goleta, CA 93117

City of Solvang
1644 Oak Street
Solvang, CA 93463

City of Buellton
107 West Highway 246
Buellton, CA 93427

City of Lompoc
100 Civic Center Plaza
Lompoc, CA 93436

City of Guadalupe
918 Obispo Street
Guadalupe, CA 93434

City of Santa Maria
110 East Cook Street
Santa Maria, CA 93454

Appendix D

Public Participation Process

The draft plan was circulated for public comment from October 8th to December 15th. The deadline for receiving written comments on the plan was November 30, 2007. A minimum public comment period of 45 calendar days is required before the revised participation plan is adopted by the MPO. The October 8 to November 30, 2007 circulation period exceeded the minimum required circulation period. In addition public comments were accepted following the formal public review period at the TTAC and TPAC meetings on December 6th and the SBCAG Board Hearing to consider adoption of the Public Participation Plan on December 13, 2007.

Staff held two noticed workshops, one in Santa Maria on October 10th and the other in Santa Barbara on October 11th to receive public comments on the draft Plan. Display advertisements for the workshops were placed in the Santa Barbara News Press, Santa Maria Times, Lompoc Record and Santa Ynez Valley News. In addition, e-mail notices were sent to SBCAG's nearly 2,500 recipient list to announce the start of the Public Participation Plan Update process and a second e-mail notice was sent to announce the workshop dates and locations. Notice of the public workshops and the availability of the Draft Plan for public comment was also posted on the SBCAG website continuously from October 10, 2007 through the December 13, 2007 SBCAG Board adoption hearing.

SBCAG's Advisory Committees also reviewed the document and offered suggested changes. TTAC reviewed the document on November 1, 2007 and December 6, 2007. TPAC reviewed the Document on November 1, 2007. SBCTAC reviewed the document on October 9, 2007 and November 13, 2007.

The Draft Public Participation Plan was mailed to SBCAG's Environmental Justice and Resource Agency List with a letter requesting comments on the Draft Plan on October 10, 2007.

SBCAG staff received comments on the draft plan from FTA/FHWA, Caltrans, TTAC, TPAC and SBCTAC and the SBCAG Board. The plan has been amended to address the comments received.

Appendix E

Comments to Plan

The following comments were received on SBCAG's Draft Public Participation Plan and the suggestions have all been added to the document on the noted pages.

SBCAG Board – Supervisor Carbajal suggested that SBCAG inventory the Spanish radio stations and newspapers. Supervisor Centeno suggested adding the SLO Tribune and other San Luis Obispo County media outlets that cover northern Santa Barbara County to the media list. (page 6)

FTA/FHWA – The plan draft should include documented consultation information (i.e. how participants were contacted, who participated, and what was decided during the participation plan process). (Appendix D) In the last paragraph on page ten, consider identifying that *23 CFR 450.332* refers to the annual listing of obligated projects. (page 11) The plan draft mentions a working relationship with the tribes on page thirteen. Were the tribes represented during the creation of the participation plan? (Appendix D)

CALTRANS – Mention in the Plan that there is remote testimony available for every SBCAG Board meeting. (Page 7) On page 8 you mention the RTP being updated every four years. Actually it's 5 years for SBCAG since this is an air quality attainment area. (page 8)

TPAC - Bill Shipsey suggested including reference in the document to SBCAG's extensive use of sites throughout the county for public meetings and workshops. (page 7)

SBCTAC - Barry Stotts recommended reference to ADA special access requirements be added (the notice that is placed on all SBCAG Committee Agendas) to the report. Summary Spanish language contact information that is in most SBCAG public notices should be referenced as well. A table be inserted listing the newspapers, radio, and TV stations (including those in San Luis Obispo and Ventura Counties whose markets are in Santa Barbara County) and that SBCAG attempt to use public access TV, social service agencies and churches in reaching low income and minority communities. Barry also suggested a web link between SBCAG and the 211 system and the CRIS Directory. (page 14) Vibiana recommended using College and High School newspapers for workshop notices. She added that churches are another good way to reach low income and minority individuals. Dean Palius and others recommended social service non-profits such as Salvation Army and Catholic Charities. David Damiano recommended consideration of web media such as Craig's list. (page 14)