

Public Involvement Plan (PIP) Update

Citizen's Advisory Committee (CAC)
Monday, July 30, 2018



**South Jersey
Transportation
Planning Organization**

➤ Purpose of the PIP

-
- Outlines the requirements and best practices for SJTPO to ensure that plans and programs include the public to the greatest, reasonable degree
 - Audiences include:
 - **The public**, who will use the PIP as a guidebook for determining when and how they can participate in the transportation planning process
 - **Transportation Professionals**, who will refer to the PIP when interacting with the public, as it outlines all public engagement policies and procedures

➤ Why we need a PIP

Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has. - Margaret Mead, American cultural anthropologist

- Meaningful and proactive public participation improves the decision-making process and contributes to the overall quality of life in the region.
- Public engagement is essential to the success of transportation planning.



Transportation Matters, Glasstown (1/15/16)

➤ Why an Update is Necessary

- Evaluations and updates ensure the effectiveness of processes.
- New requirements and tools since 2010 (Executive Orders, MailChimp, etc.).
- Updates to format and visual aspects needed as well.

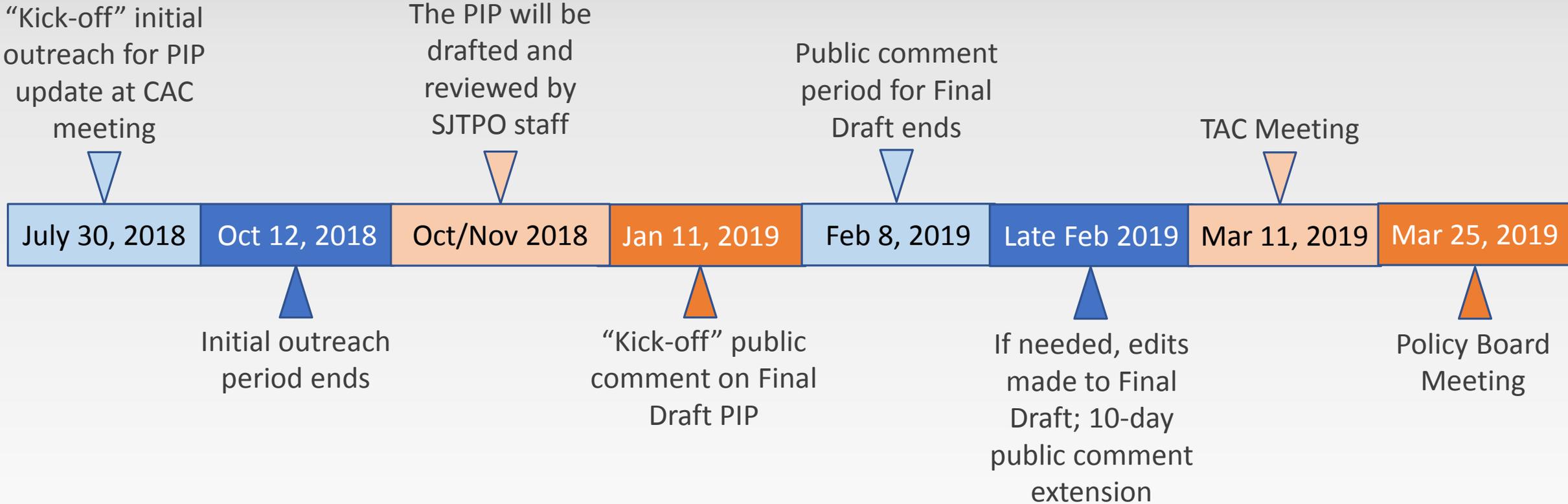
The Public Involvement Plan (PIP)

The Public Involvement Plan (PIP) documents the rules SJTPO will follow and identifies some methods that SJTPO will employ in its efforts to ensure that planning efforts include the public to the greatest degree reasonably possible.

FY 2010 PIP



➤ Public Involvement Plan (PIP) Schedule



➤ Public Involvement Legislation

As the designated MPO for Southern New Jersey, SJTPO is responsible under the **Metropolitan Planning Rule (23 CFR Part 450)** to adhere to the federal guidance shown at left, for most planning efforts. How SJTPO addresses them is shown at right.

Federal Guidance	How SJTPO Adheres
1) Provide adequate and timely notice of public participation activities, public review, and comment on key decisions	SJTPO notifies the public 7 days prior to a meeting through Mailchimp, Outlook, social media, as well as in print when necessary
2) Seek out and consider the needs of the people who are traditionally underserved by the existing transportation system, including low-income and minority households	Work to identify meeting locations in environmental justice areas, transit friendly
3) Hold public meetings at convenient times and locations that are accessible to all people	Meetings are generally held after work hours and at transit accessible locations

➤ Public Involvement Legislation (Continued)

Federal Guidance	How SJTPO Adheres
4) Use visualization techniques to further explain the planning process	SJTPO is working to simplify complex information through both simplified verbiage and graphics
5) Provide timely and reasonable access to information about transportation planning	SJTPO makes draft RTP and TIP available for 30 days, available at the major county library in each county
6) Provide information in electronic formats for accessibility and sustainability purposes	SJTPO makes all major work products available on its website and is continuously expanding its online library
7) Demonstrate explicit consideration and response to public input	All public comments received during public comment are recorded in the final document with responses
8) Provide a minimum public comment period of 45 calendar days for the draft Public Involvement Plan	SJTPO provides at least a 45 day comment period for review of the draft PIP

➤ Public Involvement Legislation (Continued)

Federal Guidance	How SJTPO Adheres
9) Provide an additional opportunity for public comment, of at least 10 days, if the Final Draft differs substantially from the version made available to the public for comment	SJTPO makes the RTP, TIP, and PIP available for an additional 10 days after substantive changes are made, if applicable
10) Comply with federal laws, including the Americans with Disabilities Act, Title VI of Civil Rights Act of 1964, and various Executive Orders	SJTPO operates without regard to race, color, national origin, or disability, and we adhere to Executive Orders included in the 2010 PIP, as well as ones that have been established since that time
11) Coordinate with the statewide transportation planning public involvement and consultation processes	When possible, SJTPO coordinates with statewide public involvement processes to increase effectiveness and minimize duplication
12) Periodically review the effectiveness of the procedures and strategies contained in the PIP	SJTPO periodically reviews and revises the PIP to ensure effectiveness and consistency with Federal Regulations

➤ Outreach Tools and Techniques

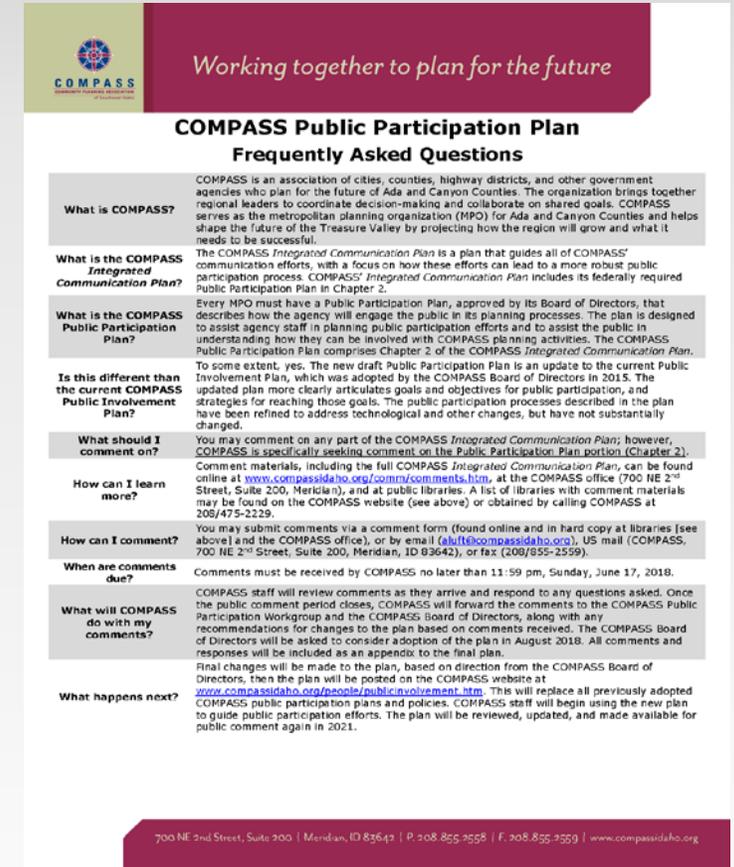
- Create materials to explain the PIP, incorporate background information on SJTPO
- Advertise through various channels
- Host a mini workshop
- Hold a public meeting



Rutgers SRTS Workshop

➤ Outreach Tools and Techniques: Create Materials

- Posters and flyers
 - PIP “Frequently Asked Questions” Handout
 - What is SJTPO?
 - What is the SJTPO PIP?
 - How can I comment? When are comments due?
 - Display at transit stops, congregation sites, & libraries
- Printed and digital notices
 - Place notices in local papers, website, & social media
- Surveys
 - Distributed through Mailchimp and social media



The image shows a handout titled "COMPASS Public Participation Plan Frequently Asked Questions". At the top left is the COMPASS logo, and at the top right is the tagline "Working together to plan for the future". The handout contains a table of questions and answers:

What is COMPASS?	COMPASS is an association of cities, counties, highway districts, and other government agencies who plan for the future of Ada and Canyon Counties. The organization brings together regional leaders to coordinate decision-making and collaborate on shared goals. COMPASS serves as the metropolitan planning organization (MPO) for Ada and Canyon Counties and helps shape the future of the Treasure Valley by projecting how the region will grow and what it needs to be successful.
What is the COMPASS Integrated Communication Plan?	The COMPASS Integrated Communication Plan is a plan that guides all of COMPASS' communication efforts, with a focus on how these efforts can lead to a more robust public participation process. COMPASS' Integrated Communication Plan includes its federally required Public Participation Plan in Chapter 2.
What is the COMPASS Public Participation Plan?	Every MPO must have a Public Participation Plan, approved by its Board of Directors, that describes how the agency will engage the public in its planning processes. The plan is designed to assist agency staff in planning public participation efforts and to assist the public in understanding how they can be involved with COMPASS planning activities. The COMPASS Public Participation Plan comprises Chapter 2 of the COMPASS Integrated Communication Plan.
Is this different than the current COMPASS Public Involvement Plan?	To some extent, yes. The new draft Public Participation Plan is an update to the current Public Involvement Plan, which was adopted by the COMPASS Board of Directors in 2015. The updated plan more clearly articulates goals and objectives for public participation, and strategies for reaching those goals. The public participation processes described in the plan have been refined to address technological and other changes, but have not substantially changed.
What should I comment on?	You may comment on any part of the COMPASS Integrated Communication Plan; however, COMPASS is specifically seeking comment on the Public Participation Plan portion (Chapter 2).
How can I learn more?	Comment materials, including the full COMPASS Integrated Communication Plan, can be found online at www.compassidaho.org/comments.htm , at the COMPASS office (700 NE 2 nd Street, Suite 200, Meridian, ID 83642), and at public libraries. A list of libraries with comment materials may be found on the COMPASS website (see above) or obtained by calling COMPASS at 208/475-2229.
How can I comment?	You may submit comments via a comment form (found online and in hard copy at libraries [see above] and the COMPASS office), or by email (alu@compassidaho.org), US mail (COMPASS, 700 NE 2 nd Street, Suite 200, Meridian, ID 83642), or fax (208/855-2559).
When are comments due?	Comments must be received by COMPASS no later than 11:59 pm, Sunday, June 17, 2018.
What will COMPASS do with my comments?	COMPASS staff will review comments as they arrive and respond to any questions asked. Once the public comment period closes, COMPASS will forward the comments to the COMPASS Public Participation Workgroup and the COMPASS Board of Directors, along with any recommendations for changes to the plan based on comments received. The COMPASS Board of Directors will be asked to consider adoption of the plan in August 2018. All comments and responses will be included as an appendix to the final plan. Final changes will be made to the plan, based on direction from the COMPASS Board of Directors, then the plan will be posted on the COMPASS website at www.compassidaho.org/people/public-involvement.htm .
What happens next?	The updated plan will replace all previously adopted COMPASS public participation plans and policies. COMPASS staff will begin using the new plan to guide public participation efforts. The plan will be reviewed, updated, and made available for public comment again in 2021.

At the bottom of the handout, the contact information is listed: 700 NE 2nd Street, Suite 200 | Meridian, ID 83642 | P: 208.855.2558 | F: 208.855.2559 | www.compassidaho.org

Example FAQ handout from COMPASS Planning Organization in Idaho

➤ Outreach Tools and Techniques: Mini Workshop

- To be held during the initial stage of public outreach for PIP input
- Agenda will include:
 - Overview of PIP
 - Federal and State requirements
 - Analysis of Current PIP
 - Strengths, weaknesses, etc.
- Goals for the workshop include:
 - Awareness of the PIP
 - Gather preliminary input on the Current PIP
 - Gain support for next steps

Public Participation Plan 2015 Update

Lackawanna-Luzerne Transportation Study MPO
Public Participation Plan Mini-Workshop
SWOT Analysis Worksheet

Assessment Topic: LLTS MPO Public Participation Plan
Today's Date: July 15, 2015

CRITERIA EXAMPLES Capabilities? Experience? Knowledge? Data? Resources?	Strengths 1. _____ 2. _____ 3. _____	Weaknesses 1. _____ 2. _____ 3. _____	CRITERIA EXAMPLES Limited Staff? Impacts on other core activities? Morale? Competing priorities? Budget? Time - not enough?
Internal Influences			Internal Influences
CRITERIA EXAMPLES Tested Technology? Free Technology? Local Partnerships? Increased public input? Improved Communications? Increase visibility? Higher public expectations?	Opportunities 1. _____ 2. _____ 3. _____	Threats 1. _____ 2. _____ 3. _____	CRITERIA EXAMPLES Costs? IT developments? Sustaining internal capabilities? Loss of key staff? Sustainable financial support? Create more work? Too much visibility? External Influences
External Influences			External Influences

Lackawanna-Luzerne Transportation Study MPO

6

Example Analysis worksheet from Lackawanna-Luzerne MPO in Pennsylvania

➤ Outreach Tools and Techniques: Public Meeting

- To be held during the formal public comment period on the Final Draft PIP
- Agenda will include:
 - Brief overview of PIP
 - Opportunity for public to comment on Final Draft PIP
 - Update on PIP schedule
- Innovative techniques to be used
 - Polling software



David Heller from SJTPO, CAC meeting related to the 2016 Long-Range Plan.

➤ Outcomes of the PIP Update

-
- Ensure that the public involvement process is consistent with all [legislative requirements](#).
 - Heighten public awareness of SJTPO and the PIP process.
 - Establish relationships with previously unidentified stakeholders in the region.
 - Identify new tools and techniques to enhance public participation and communication.

➤ How Can We Make Our Public Outreach Better

- How do you suggest we reach more of the public?
- How do you suggest we reach a more diverse group of people?
- What methods could we implement in an effort to have our information better reach the public?
- What is your vision for MPO public outreach?





South Jersey
Transportation
Planning Organization

Thank You!

Melissa Melora

Public Outreach Planner
mmelora@sjtpo.org

Alan Huff

Program Manager – Safety Initiatives & Public Outreach
ahuff@sjtpo.org