



Santa Fe Metropolitan Planning Organization

Public Participation Plan

**Approved by the Santa Fe MPO Transportation Policy Board (TPB)
May 30, 2013**



Transportation Policy Board

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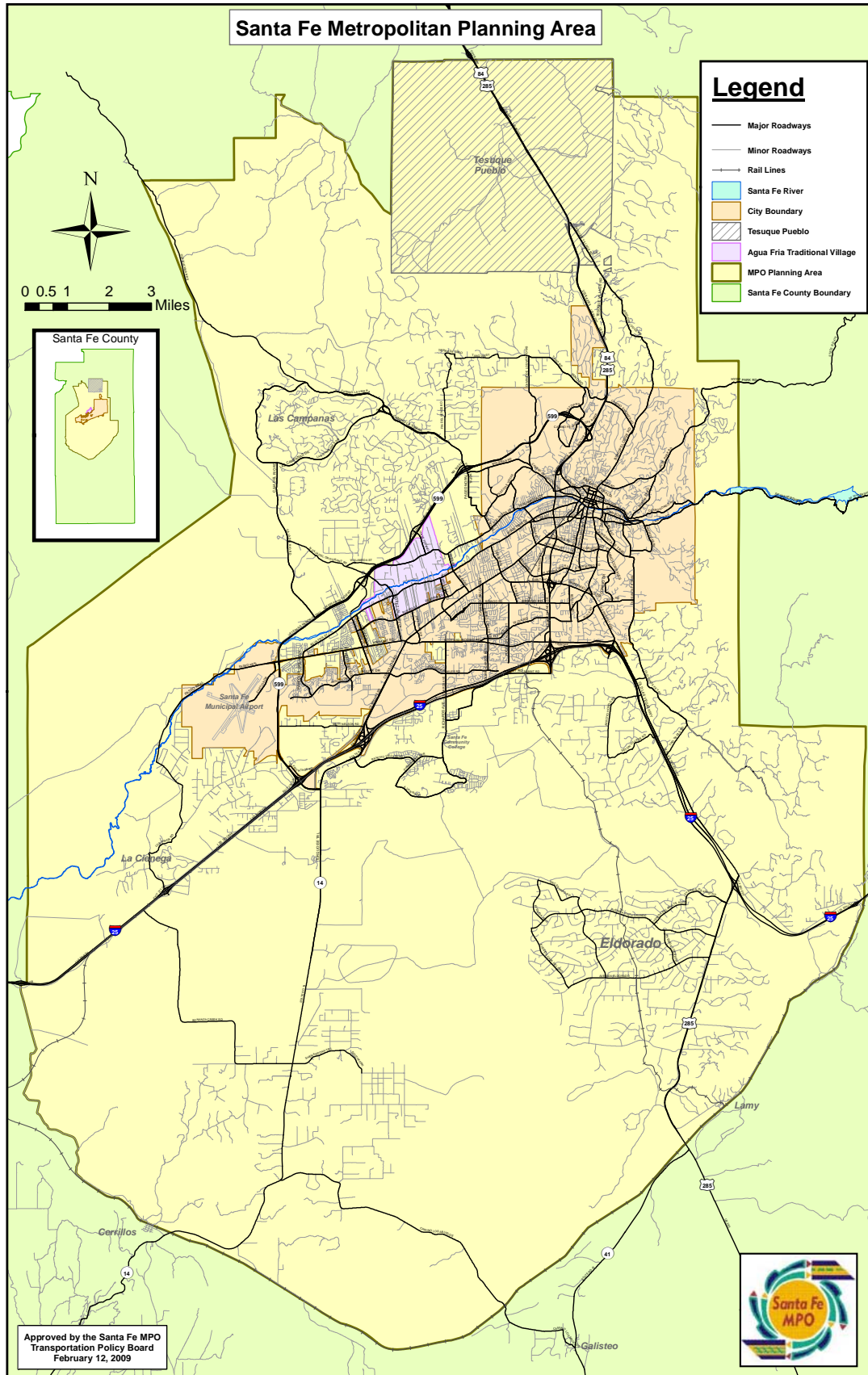
SFMPO Facebook Page 

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Introduction

This **Public Participation Plan** (PPP) is the foundation for a continuing, cooperative and comprehensive transportation planning process in the Santa Fe Metropolitan Planning Area (SFMPA) and guides public participation activities conducted by the Santa Fe Metropolitan Planning Organization (SFMPO). It encourages active public participation in identifying and commenting on transportation issues, plans, programs and projects at every stage of the SFMPO's planning processes. The procedures for public involvement are designed to result in development and amendment of plans and programs that consider all transportation modes and that support metropolitan community development and social goals. Those plans and programs will lead to the development and operation of an integrated, multimodal transportation system that facilitates the efficient, economic movement of people and goods.

Federal transportation planning regulations and the requirements contained in Public Law 112-141, Moving Ahead for Progress in the 21st Century (MAP-21), have established the standards for the MPO's early and continuous public involvement when developing long range plans and transportation improvement programs. This PPP is consistent with all applicable requirements of MAP-21. *"In MAP-21, the metropolitan and statewide transportation planning processes are continued and enhanced to incorporate performance goals, measures, and targets into the process of identifying needed transportation improvements and project selection. Public involvement remains a hallmark of the planning process".* [Federal Highway Administration MAP 21 Summary of Highway Provisions (July 17, 2012)]

Federal transportation authority under MAP 21 is intended to create *"a streamlined, performance-based, and multimodal program to address the many challenges facing the U.S. transportation system."*(FHWA) The law focuses on achieving seven national performance goals:

1. **Safety**—to achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
2. **Infrastructure condition**—to maintain the highway infrastructure asset system in a state of good repair.
3. **Congestion reduction**—to achieve a significant reduction in congestion on the National Highway System.
4. **System reliability**—to improve the efficiency of the surface transportation system.
5. **Freight movement and economic vitality**—to improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development.
6. **Environmental sustainability**—to enhance the performance of the transportation system while protecting and enhancing the natural environment.
7. **Reduced project delivery delays**—to reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices.

The intent of this PPP is to provide a public participatory framework for implementing MAP-21 in furtherance of these goals. To accomplish those goals, this PPP includes specific public participation procedures for the SFMPO's planning processes, which are summarized in the following table. Additional information about the SFMPO and more detail on procedures and public outreach tools are found in later chapters.

Summary of Public Participation Procedures for Key SFMPO Documents and Public Meetings

Public Involvement Component/ Product	Public Meetings	Comment Period	Public Involvement Techniques/ Postings	Additional Comments
Metropolitan Transportation Plan (MTP)	-Public Input/Open House “kick-off” - Draft Plan Review -Technical Coordinating Committee (monthly updates then Draft recommendation) -Transportation Policy Board (Public Hearing)	30 days [30 days for amendments]	-Newspaper display ads Website/Facebook /e-mail -Comment forms	<ul style="list-style-type: none"> • Updated every 5 years • Next due in 2015; • Amended anytime as needed • Copies at SFMPO offices, libraries
Transportation Improvement Program (TIP)	-Technical Coordinating Committee (Draft recommendation) -Transportation Policy Board (Public Hearing)	30 days [15 days for amendments]	-Newspaper display ads Website/Facebook /e-mail	<ul style="list-style-type: none"> • Updated every 2 years • Amended quarterly if needed • Copies at SFMPO offices, libraries
Public Participation Plan (PPP)/ Title VI plan	Technical Coordinating Committee (monthly) Transportation Policy Board (Public Hearing)	45 days [45 days for Amendments]	-Newspaper display ads Website/Facebook /e-mail	<ul style="list-style-type: none"> • Updated as necessary; • Copies at SFMPO offices, libraries
Technical Coordinating Committee (public meeting)	Monthly meetings; (Additional or fewer meetings depend on agenda content); Public comment period at beginning of agenda		-Agendas posted at SFMPO Website, City & County offices -Public forum for comments	Contact SFMPO office for additional information
Transportation Policy Board (public meeting)	Quarterly meetings Public comment period at beginning; Public Hearings; (may have additional meetings)		-Newspaper display ads -Agendas posted at SFMPO Website, City & County offices - Public forum for comments	Contact SFMPO office for additional information

Background and Structure of the Santa Fe Metropolitan Planning Organization (SFMPO)

The SFMPO has existed since 1982. By federal law, a metropolitan planning organization is designated for each urbanized area with a population of 50,000 or more. The Santa Fe Metropolitan Planning Area (SFMPA) includes the City of Santa Fe and those portions of Santa Fe County that are expected to urbanize over the next twenty years (Figure 1). The Santa Fe 2010 Census Urbanized Area Population was 89,284. The SFMPA covers approximately 25% of Santa Fe County's land area and includes 80% of its population (Planning Area Population = 116,386, Santa Fe County Population = 144,170) and 90% of its employment. SFMPO members include the City of Santa Fe, Santa Fe County, Tesuque Pueblo, and the New Mexico Department of Transportation (NMDOT). The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) are advisory participants. The SFMPO consults with affected state and federal agencies in developing planning documents and for notice of public meetings. A memorandum of agreement signed in 2010 between the SFMPO and the New Mexico Department of Transportation clearly identifies both parties' responsibilities for carrying out transportation planning and programming in a comprehensive, continuous, and cooperative manner. SFMPO meetings serve as a public forum for the transportation planning process.

Transportation Policy Board

The SFMPO Transportation Policy Board (TPB) is recognized by federal and state transportation planning agencies as the Santa Fe MPO. The TPB membership includes the Mayor and two City Councilors from the City of Santa Fe; three Santa Fe County Commissioners; the Governor of Tesuque Pueblo (or designee); and the Cabinet Secretary for NMDOT (or designee). The TPB sets policy, approves plans and documents (e.g. Metropolitan Transportation Plan (MTP)) and programs federal transportation funds (e.g., Transportation Improvement Program (TIP) and Unified Planning Work Program (UPWP)) within the SFMPO Metropolitan Planning Area. Members' roles and responsibilities are stated in a joint powers agreement signed in 2009; TPB Operating Procedures are included in the SFMPO Bylaws.

<http://santafempo.org/documents/joint-powers-agreement-bylaws/>

The TPB generally meets quarterly with additional meetings held as necessary.

<http://santafempo.org/committees/tpb/>

Technical Coordinating Committee

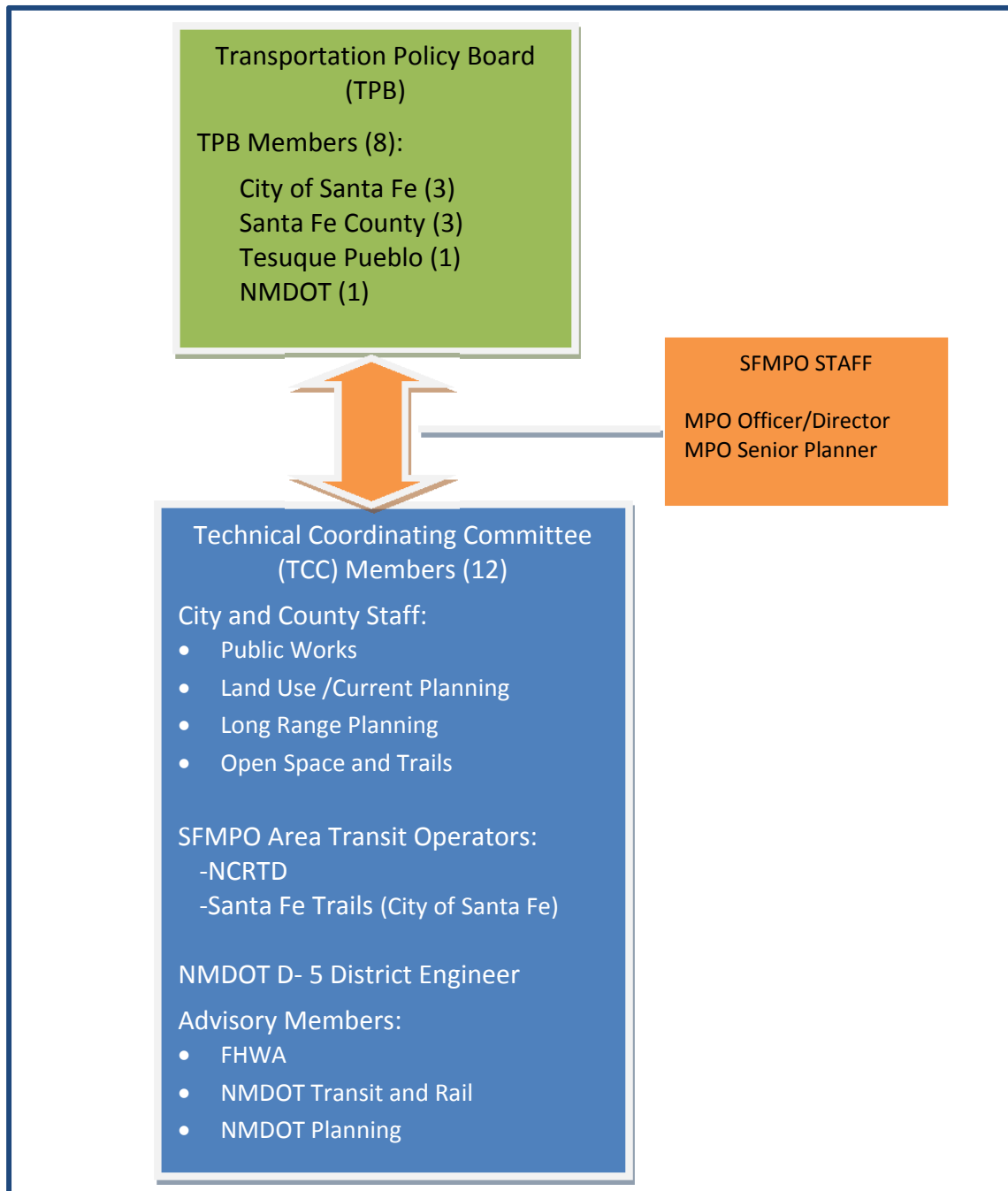
The Technical Coordinating Committee (TCC) provides technical review of SFMPO work products, discusses current transportation issues, and makes recommendations for action to the Transportation Policy Board. The TCC has voting members that are staff from the membership of the SFMPO, as well as staff from major public transit service providers operating within the SFMPO Metropolitan Planning Area. The TCC generally meets monthly, with additional meetings held as necessary. <http://santafempo.org/committees/tcc/>

SFMPO Staff

SFMPO staff facilitates the MPO Planning Process, and is responsible for the development and preparation of all plans and associated documents. Staff organizes all SFMPO meetings,

develops agendas and ensures timely notice through public media. Staff also performs data analysis and carries out studies at the direction of the Transportation Policy Board. The City of Santa Fe is the fiscal and administrative agent for the SFMPO and is responsible for hiring and retaining MPO staff, this includes providing office space, technical support, and administrative services to the MPO. <http://santafempo.org/mpo-staff/>

SFMPO Organizational Structure:



Public Participation at SFMPO Meetings and Public Hearings

The Santa Fe MPO strives to provide complete information, timely public notice, and full public access to key decisions by supporting early and continuing participation by the public in developing plans and programming transportation improvement funds. Citizens are encouraged to attend TCC and TPB meetings or meet with SFMPO staff to get information or to voice their concerns.

All meetings of the SFMPO Transportation Policy Board and Technical Coordinating Committee are subject to the provisions of the New Mexico Open Meetings Act (NMSA 1978, Sections 10-15-1 to 10-15-4), also known as the “sunshine law”. The Act requires reasonable notice for public meetings where public policy is formulated, public business is discussed, or authorized actions are taken. Meeting notice must include an agenda containing a list of specific items of business to be discussed or transacted at the meeting or information on how the public may obtain a copy of the agenda. Except in the case of an emergency, the agenda shall be available to the public at least seventy-two (72) hours prior to the meeting. Also, except for emergency matters, a public body shall take action only on items appearing on the agenda. (An “emergency” refers to unforeseen circumstances that, if not addressed immediately by the public body, will likely result in injury or damage to persons or property or substantial financial loss to the public body.)¹

- TPB and TCC meetings are held to gather and disseminate information and provide for discussion at the appropriate intervals in the transportation planning process.
- All meetings shall have time allotted for public comment.
- Meeting information as well as SFMPO documents can be accessed from the SFMPO website: www.santafempo.org
- The SFMPO Facebook page provides news updates and current events relating to transportation and transit in and around the Santa Fe metropolitan area.
- Information is also available by phone by calling the SFMPO Office at: (505) 955-6614 or 955-6706. Email: mstibbetts@santafenm.gov (or) kpwilson@santafenm.gov

Transportation Policy Board (TPB) Meeting Notice Procedures

- The TPB meets at least quarterly.
- Additional meetings may be scheduled as required to approve major documents such as the Metropolitan Transportation Plan, Transportation Improvement Program, Unified Planning Work Program, or special meetings for issues that may require timely action.
- Public notice of meetings shall be provided at least seven (7) calendar days in advance of scheduled meeting date. Special meetings may be held with a minimum of three (3) calendar days’ notice.
- Public notice shall include, at minimum: date, time, location, and a detailed agenda.

¹ *New Mexico Open Meetings Act Compliance Guide*. New Mexico Office of the Attorney General

- Public notice of agendas will be posted at least seven (7) days prior to the meeting:
 - On the SFMPO website and Facebook Page
 - In local print media having a wide distribution, such as the *Santa Fe New Mexican*
 - At the City of Santa Fe and Santa Fe County offices
- Time for public comment shall be included as a regular item on all TPB meeting agendas.
- Upon request, SFMPO staff shall provide contact information for TPB members.
- Meeting packets will be available upon request at the SFMPO Office
- Agendas and minutes for all meetings shall be archived and posted to the SFMPO website as soon as possible after they have been formally approved by the TPB.

Technical Coordinating Committee (TCC) Meeting Notice Procedures

- The TCC generally meets monthly
- Additional meetings may be scheduled as required to review and provide recommendations for approving major documents such as the Metropolitan Transportation Plan, Transportation Improvement Program, Unified Planning Work Program, or special meetings for issues that may require timely action.
- Public notice of meetings shall be provided at least seven (7) calendar days in advance of scheduled meeting date. Special meetings may be held with a minimum of three (3) calendar days' notice.
- Public notice of agendas will be posted at least seven (7) days prior to the meeting:
 - On the SFMPO website and Facebook Page
 - At the City of Santa Fe and Santa Fe County offices.
- Time for public comment shall be included as a regular item on all TCC meeting agendas.
- Upon request, SFMPO staff shall provide contact information for TCC members.
- Meeting packets will be available upon request at the SFMPO Office.
- Agendas and minutes for all meetings shall be archived and posted to the SFMPO website as soon as possible after they have been formally approved by the TCC.

Public Participation in the Development of SFMPO Planning Documents

Metropolitan Transportation Plan (MTP)

The MTP is the official multimodal long-range transportation plan that is developed and adopted through the metropolitan transportation planning process for an MPO. The MTP addresses a planning horizon of 20 or more years and includes both short and long-range transportation strategies/actions. The plan must be fiscally constrained to demonstrate consistency between proposed transportation investments and reasonably available sources of revenue (either existing or future). The MTP must be updated at least every five years.

MTP Development Process:

- Development of the MTP Update shall begin at least 18 months prior to the TPB's scheduled adoption of the final document.
- Prior to the start of the MTP development process, MPO staff shall develop a Public Participation Framework for the plan. The Framework shall:
 - Be developed in consultation with all interested parties.²
 - Ensure that the planning process and planning work products employ innovative visualization and other public engagement techniques to the maximum extent practicable.
 - Provide interested parties with ample opportunities to offer ideas, suggestions, and other input on both the planning process and the content of any planning products.
 - Establish a schedule for workshops and other meetings to give interested parties opportunities to provide input to the plan.
 - Provide for consultation with Federal, State, and tribal wildlife, land management, and regulatory agencies regarding potential environmental mitigation activities and potential areas to carry out these activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the plan.
 - Provide for systematic documentation and archiving of any input received.
 - Ensure that all public information is available in electronic, accessible formats and means, as appropriate, to afford reasonable opportunity for public consideration.
 - Provide for holding all public meetings at convenient, accessible locations and times.
- At the beginning of the MTP development process:
 - MPO staff shall provide notice to interested parties and the general public that the plan's update is underway.

² Consistent with 23 USC 134 (i.e., the federal "MAP-21" surface transportation authorizing legislation), "interested parties" shall be defined to include citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight 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 others.

- Notice shall be provided through means, such as email messages, postal mailings, press releases, newspaper advertisements, etc.
- Throughout the development of the MTP:
 - Discussion of the planning process shall be a standing item on TCC and TPB meeting agendas. MPO Staff shall provide updates and the public shall have opportunities to provide feedback and suggestions.
 - MPO staff shall develop a contact list of interested parties and keep it up to date.
- Toward the end of the MTP development process:
 - MPO staff shall prepare a Draft MTP Document for review by the TCC.
 - TCC shall authorize release of the Draft for Public Review.
 - MPO Staff shall give notice that the Draft has been released for Public Review via means, such as email, press releases, newspaper advertisements, etc..
 - The Public Review Period shall last a minimum of 30 calendar days.
 - During the Public Review Period, MPO Staff shall hold at least two Public Input Meetings to solicit Public Comment on the Draft MTP. MPO staff shall also solicit Public Comment through written means, such as email.
 - MPO staff shall make copies of the Draft available for review in the reference section of the three City of Santa Fe libraries (Main, LaFarge, and Southside), at the MPO Offices, and electronically on the MPO Website.
 - At the end of the Public Review Period, staff shall present any public comments received and any proposed changes to the Draft MTP to the TCC for review and recommendation to the TPB.
- Adoption of the Plan:
 - Prior to adoption, the TPB shall hold a Public Hearing during which MPO staff shall summarize the public comments received and any proposed changes to the Draft MTP recommended by the TCC. Prior to closing the Public Hearing, the TPB shall solicit final public comment.
- Publication of the Plan:
 - MPO staff shall make the adopted Final MTP readily available for review in the reference section of the three City of Santa Fe libraries (Main, LaFarge, and Southside), at the MPO Offices, and electronically on the MPO Website.

MTP Amendment Process:

- Amendments to the MTP shall only be initiated by SFMPO member agencies.
- Member agencies shall submit requests for Amendments in writing to the MPO Officer.
- Following receipt of a request for an Amendment request, MPO staff shall:
 - Present the request to the TCC at their next meeting. The TCC shall review the request and approve it for Public Review.
 - MPO Staff shall provide notice of the proposed amendment via means, such as email, postal mail (to interested parties), press releases, newspaper advertisements, etc.
 - The Public Review Period shall last a minimum of 30-days.

- At the end of the Public Review Period, staff shall present any comments received and any proposed changes to the TCC for review and recommendation to the TPB.
 - Prior to adoption, the TPB shall hold a Public Hearing, during which the MPO staff shall present any comments received and any changes to the MTP Amendment recommended by the TCC. Prior to closing the Public Hearing, the TPB shall solicit final public comment.
 - Once approved by TPB, MPO staff shall make the Amended MTP document available for review in the reference section of the three City of Santa Fe libraries (Main, LaFarge, and Southside), at the MPO Offices and electronically on the MPO Website.
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Transportation Improvement Program (TIP)

The Transportation Improvement Program (TIP) is a prioritized, multimodal list of federally supported transportation projects and strategies to be carried out over a four-year period after initial adoption. It is developed by SFMPO staff in cooperation with the NMDOT, lead agencies, and public transit operators. Under federal law, the TIP may only contain projects that are consistent with and reflect the investment priorities of the current Metropolitan Transportation Plan (MTP). The TIP must be designed explicitly to make progress toward achieving the performance targets established in the MTP. Thus, it must describe, to the maximum extent practicable, how its investment priorities will contribute to the achievement of the performance targets.

The TIP is a “fiscally constrained” document. This means that it may only include projects (or identified phases of projects) for which full funding can reasonably be anticipated to be available. Consequently, the TIP must include a financial plan that: (i) demonstrates how all of the listed projects can be implemented; (ii) indicates resources from public and private sources that are reasonably expected to be available to carry out the program; and (iii) identifies innovative financing techniques to finance projects, programs, and strategies. The TIP may also include, for illustrative purposes, any additional projects that would be programmed into the approved TIP if reasonable additional resources beyond those identified in the financial plan were available.

After the TIP is approved by the SFMPO Transportation Policy Board, it is included without modification, either directly or by reference, in the Statewide Transportation Improvement Program (STIP). The frequency and cycle for updating the TIP must be compatible with the STIP development and approval process. Currently, the TIP covers a period of four (4) years, with updates occurring at least every two (2) years. Since the TIP becomes part of the STIP, the TIP lapses when the FHWA and FTA approval for the STIP lapses.

Federal law requires that there must be reasonable opportunity for public awareness of and comment on the TIP [which includes the Program of Projects (POP)] before its approval. The SFMPO must cooperate with NMDOT and any affected public transportation operators to provide an opportunity for participation by interested parties in the development of the

program, in accordance with federal law. The SFMPO public participation process satisfies the FTA public participation requirements for the Program of Projects (POP).

FTA Public Participation Requirements for the Program of Projects (POP) [FTA Circular 9030.1D IV-6]

As a recipient of federal transit planning funds and the developer of the Transportation Improvement Program (TIP), the SFMPO must meet the following public participation requirements for the Program of Projects (POP):

- *Make available to the public information on amounts available to the recipient under this section and the program of projects the recipient proposes to undertake.*
 - FTA 5303 planning funds will be made available in the annual Unified Planning Work Program (UPWP); any funding dedicated to capital purchases or operations of the transit system will be included in the TIP.
- *Develop a proposed program of projects for activities to be financed, in consultation with interested parties.*
 - The SFMPO will consult with Santa Fe Trails, NCRTD and the NMDOT Transit and Rail Division and the NM Rail Runner to develop the Program of Projects (POP) as part of the SFMPO biennial TIP development process. Interested parties, including the following, will have an opportunity to review the TIP during its development.
 - SFMPO member planning and engineering staffs
 - Northern Pueblos Regional Planning Organization
 - North Central New Mexico Economic Development District (NCNMEDD)
 - Bicycle and pedestrian organizations
 - Groups representing persons with disabilities
 - Santa Fe School District
 - Federal lands and environmental protection agencies
 - Santa Fe Airport
- *Publish a proposed program of projects in a way that affected citizens, private transportation providers, and local elected officials have the opportunity to examine the proposed program and submit comments on the proposed program and the performance of the recipient.*
 - Prior to adoption of the TIP, the SFMPO will hold a minimum 30 day public comment period to solicit input on near term transportation projects, including transit projects.
- *Provide an opportunity for a public hearing in which to obtain the views of citizens on the proposed program of projects.*
 - The public will have the opportunity to provide comments on the TIP (POP) at a public hearing during Transportation Policy Board meetings or at SFMPO Technical Committee meetings..
- *Ensure that the proposed program of projects provides for the coordination of public transportation services assisted under section 5336 of this title with transportation services assisted from other United States Government sources.*
 - The POP will include capital and operating funding for Santa Fe Trails that will be used to carry out public transportation services.
- *Consider comments and views received, especially those of private transportation providers in preparing the final program of projects.*
 - Any comments received whether from transit providers or the public, will be reviewed by SFMPO staff and presented during a public hearing at the SFMPO Transportation Policy Board and at Technical Coordinating Committee meetings.
- *Make the final program of projects available to the public.*
 - Transit planning activities and projects that will be undertaken by the SFMPO will be included in the UPWP. The UPWP and the adopted TIP will be made available to the public online at the SFMPO website www.santafemipo.org and at the SFMPO office.

Federal law also requires that the TIP be published or otherwise made readily available by the metropolitan planning organization for public review. Finally, every year, SFMPO must publish and make available for public review a list of projects (including investments in pedestrian walkways and bicycle transportation facilities) for which federal funds have been obligated in the preceding year. The listing must be consistent with the TIP.

TIP Development Process:

- SFMPO staff shall schedule a date for TPB adoption of each new TIP based on deadlines set by the NMDOT Transportation Planning & Safety Division and NMDOT STIP Unit.
- At least 120 calendar days prior to the scheduled adoption date, SFMPO staff shall issue a Call for Projects. The Call shall include a deadline for local agencies to submit project proposals. The deadline shall ensure that local agencies have at least 15 calendar days to prepare project proposals (federal and state holidays not included).
- Local agencies shall prepare and submit a Project Identification Form (PIF) for each project they propose for inclusion in the TIP. The information contained in the PIF shall include, at a minimum, the project's title, location, description, lead agency, estimated cost, and existing or proposed funding source(s).
- SFMPO staff shall compile a tabular summary of the proposals received that includes a preliminary rating and ranking for each project. The rating and ranking shall be based on the project evaluation framework established in the Metropolitan Transportation Plan (MTP).
- At least calendar 60 days prior to the scheduled TIP adoption date, SFMPO staff shall submit the tabular summary and copies of all PIFs received to the members of the Technical Coordinating Committee (TCC) for review.
- The TCC shall discuss the project proposals, review the project ratings and rankings, and give feedback to SFMPO staff.
- Based on feedback received from TCC members, SFMPO staff shall prepare a Draft TIP for public review and forward the draft to the TCC.
- The TCC shall review the Draft TIP and, if no changes are needed, approve its release for public review.
- SFMPO staff shall place a newspaper ad in the Santa Fe New Mexican announcing the release of the draft TIP for public review. The ad shall include instruction on how to access the document for review. SFMPO staff shall also announce the release on the SFMPO Website and Facebook page and via email to its interested parties contact list.
- The public comment period on the draft TIP shall last for a minimum of thirty (30) days.

- During the public comment period SFMPO staff shall host at least one formal public input meeting to solicit comments the Draft TIP document.
- Following the close of the public comment period, the TCC shall meet to review submitted public comments and make a recommendation to the TPB on the final draft.
- SFMPO staff shall present the submitted public comments and proposed final draft to the TPB at a public hearing for their review and adoption.
- SFMPO staff shall make the final document available on the SFMPO Website and at the SFMPO Office.

TIP Amendment Process:

- The TIP Amendment Process occurs quarterly as necessary and in coordination with the STIP Amendment Process.
- Eligible or regionally significant projects with identified funding and a completed PIF may be submitted to SFMPO staff at any time to be added to the TIP.
- SFMPO will develop a draft TIP amendment and present to the TCC for review and release for public review.
- SFMPO staff shall place a newspaper ad in the Santa Fe New Mexican announcing the release of the draft TIP amendment for public review. The ad shall include instruction on how to access the document for review. SFMPO staff shall also announce the release on the SFMPO Website and Facebook page and via email to its interested parties contact list.
- The public comment period on the draft TIP amendment shall last a minimum of 15 calendar days.
- The TCC shall meet to review submitted public comments and make a recommendation to the TPB on the final draft TIP Amendment.
- SFMPO staff shall present the submitted public comments and proposed final draft TIP amendment to the TPB at a public hearing for their review and adoption.
- SFMPO staff shall make the final document available on the SFMPO Website and at the SFMPO Office.

TIP Administrative Modifications:

SFMPO staff may make certain changes to the TIP -- as specified in the MPO-TIP and NMDOT-STIP Policies and Procedures -- via Administrative Modification. These modifications do not require public input or approval by the TPB, but are documented in the TIP Document. See http://dot.state.nm.us/en/Infrastructure/Program_Management.html#e

Public Participation Plan (PPP)

The **Public Participation Plan** is the guide for public access to and involvement with the MPO transportation planning process in the Santa Fe Metropolitan Planning Area. All SFMPO planning work products, and major amendments to adopted plans and programs, must follow the notice and procedural requirements outlined in this plan. Public participation procedures will be periodically reviewed by the SFMPO in terms of their effectiveness in assuring that the process provides full and open access to all

PPP Procedures:

- Development of an update to the PPP shall begin at least 60 days prior to the TPB's scheduled adoption of the final document.
- An updated draft Public Participation Plan shall first be presented to the NMDOT to verify compliance with federal transportation planning regulations and requirements.
- The TCC shall review the draft PPP update and approve its release for public review.
- SFMPO staff shall place a newspaper ad in the Santa Fe New Mexican announcing the release of the draft PPP for public review. The ad shall include instruction on how to access the document for review. SFMPO staff shall also announce the release on the SFMPO Website and Facebook page and via email to its interested parties contact list.
- In accordance with Federal law, the public comment period shall last for a minimum of forty-five (45) days.
- During the public comment period SFMPO staff shall hold at least one formal public input meeting to solicit comments on the Draft PPP document.
- Following the close of the public comment period, the TCC shall meet to review submitted public comments and make a recommendation to the TPB on the final draft.
- SFMPO staff shall present the submitted public comments and proposed final draft to the TPB at a public hearing for their review and adoption

PPP Administrative Modification Procedures:

SFMPO Staff can make administrative modifications to the content of the PPP, such as updates to contact information and hyperlinks without the need for a formal approval. Changes to the procedures identified in the PPP would constitute an update and would require following the PPP Procedures outlined above.

Unified Planning Work Program (UPWP)

The Unified Planning Work Program (UPWP) describes and lists planning activities that SFMPO staff commits to undertake over a one or two-year period using a combination of local and federal transportation planning funds. Many of the activities and tasks in the UPWP are required under a Memorandum of Agreement between the SFMPO and the NMDOT that was signed in 2010. UPWP activities are grouped into categories that are intended to help SFMPO staff to implement the stated goals and objectives of the Metropolitan Transportation Plan. SFMPO staff, in cooperation with the NMDOT and transit operators and following federal guidelines, prepares a UPWP that is reviewed by the TCC and approved by the TPB, the NMDOT, the Federal Highway Administration, and the Federal Transit Administration.

The UPWP contains the following elements:

1. A list and summary of planning tasks that will be conducted over a one or a two-year period.
2. A tabular summary of available funding sources.
3. An allocation of staff hours and cost for each task.
4. A timeline for major activities and milestones.
5. Defined work products for each task.

UPWP Procedures:

- SFMPO staff shall schedule an adoption date for each new UPWP based on deadlines set by the NMDOT Transportation Planning & Safety Division.
- At least 120 calendar days prior to the scheduled adoption date, SFMPO staff shall begin the development of the Draft UPWP in cooperation with NMDOT and through an agenda item at TCC meetings.
- The TCC shall review the Draft UPWP and make a recommendation to the TPB.
- SFMPO staff shall present the final draft to the TPB at a public hearing for their review and adoption.
- SFMPO staff shall make the final document available on the MPO Website and at the SFMPO Office

Other SFMPO Documents, Studies, and Plans

SFMPO staff shall create and announce procedures to encourage public participation in other SFMPO documents, studies and plans during the initial stages of their development.

Public Access to SFMPO Plans and Documents

Citizens have the right to reasonable public access to technical and policy information. SFMPO plans and documents, including current and archived meeting agendas and minutes, shall be available online for viewing or downloading from the SFMPO website (www.santafempo.org). SFMPO documents shall also be available at the SFMPO Office for review during normal business hours (8am-5pm Monday to Friday). Interested parties may call (505)955-6625, (505)955-6614, or (505)955-6706 to schedule a visit. Upon request, and as needed, documents or portions of documents shall be transcribed into alternative formats and languages.

SFMPO shall comply with all requirements of the City of Santa Fe's Request for Public Records Policy, 1900-9-1, and the Inspection of Public Records Act, 14-2-1 NMSA 1978 (available at the City Clerk's Office).

Tools and Activities to Educate and Inform the Public and Encourage Public Participation

The Santa Fe MPO shall use a variety of tools and activities to educate and inform the general public about MPO activities, MPO work products, and transportation issues in general. SFMPO Staff shall periodically evaluate these to achieve continuous improvements in their quality and efficacy.

Outreach to Interested Parties: Parties with interest in the transportation planning process include individual citizens, elected and appointed officials, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight 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, neighborhood associations and other community groups, business and professional groups, environmental groups, and others. The list of interested parties includes, but is not limited to:

- Planning and engineering staff of SFMPO member agencies
- Planning, engineering, safety, and environmental staff of the New Mexico Department of Transportation
- Staff of transit service providers (i.e., Santa Fe Trails, North Central Regional Transit District, and New Mexico Rail Runner Express)
- Northern Pueblos Regional Planning Organization
- North Central New Mexico Economic Development District (NCNMEDD)
- Bicycle and pedestrian organizations
- Groups representing persons with disabilities
- Santa Fe School District
- Federal lands and environmental protection agencies
- Santa Fe Airport
- Freight companies
- Native American tribal governments
- Emergency service providers/emergency dispatch

SFMPO staff shall make every reasonable effort to reach out to people and groups affected by any transportation plan, program, or project, including those who may not be aware they are affected. Staff shall pay particular attention to reaching out to traditionally underserved populations such as people with disabilities; low-income people; and racial and ethnic minorities. Staff shall also seek to engage affected public agencies and tribal governments whether or not they are members of the SFMPO. Finally, for the sake of consistency and in order to avoid potential conflicts, SFMPO staff shall consult and compare SFMPO transportation plans and other documents with any available Federal, State, County, Municipal or other resource management agencies' transportation plans, land use plans, conservation plans, conservation maps, inventories of historic or natural resources, etc.

Media Contacts and Advertising: Members of the media are critical in getting information to the public regarding significant transportation activities and issues. The SFMPO shall maintain ongoing communication with the media through various means, including press releases, interviews, online postings and submission of articles to the local news outlets. The Santa Fe New Mexican shall be used as the primary print medium for advertising transportation issues of interest to the general population. Public service announcements and interviews may also be broadcast on local radio stations.

Branding: SFMPO Logo/Letterhead: The SFMPO logo/letterhead shall appear on all SFMPO documents and correspondence. The logo shall be used on promotional items and various events that the SFMPO supports. Examples include the Santa Fe Bikeways and Trails Map, informational brochures and cards, and on t-shirts distributed during Santa Fe's annual Bike to Work Week.



Visualization: SFMPO staff shall use maps, diagrams, charts, display boards, and slide presentations to clearly illustrate projects, plans and programs developed for committee meetings and /or public events.

Archiving of Records: Copies of plans and documents produced by the SFMPO shall be made available for review at the following locations: Santa Fe MPO Office, Santa Fe Main Library, Oliver La Farge Branch Library, and Southside Library. Draft and short-term documents shall be kept in the reference section of the libraries on a temporary basis. Permanent records shall be kept at the Santa Fe MPO Office and shall also be submitted to the NMDOT Transportation Planning and Safety Division for archiving purposes.

Public Comment and Response to Comments: The Santa Fe MPO shall welcome public comments from citizens in a variety of forms, including postal letter, fax, handwritten note, email message, and online posting. SFMPO staff shall also be available to meet and listen to citizen concerns, with all comments documented. Postal submittals may be addressed to: MPO Officer, Santa Fe Metropolitan Planning Organization, P.O. Box 909, Santa Fe, NM 87504-0909. Comments by phone or by email can be made to:

- Mark Tibbetts (505) 955-6614 mstibbetts@santafenm.gov
- Keith Wilson (505) 966-6706 kpwilson@santafenm.gov

Workshops: Information workshops shall be held on an as-needed basis on topics associated with the metropolitan transportation planning process. The workshops shall be designed to educate participants on specific MPO topics.

Email List of Interested Parties: SFMPO staff shall maintain an email list of persons interested in receiving notice of availability of draft and final work products, notice of public meetings/hearings, and general news and updates about activities of the SFMPO. The list shall include interested citizens, elected and appointed officials, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight 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, neighborhood associations and other community groups, business and professional groups, environmental groups, and others. The list shall be continuously updated.

SFMPO Web Site: The Santa Fe MPO has a website (www.santafemppo.org) on the Internet. The website shall be updated and maintained to provide the most current information available. Contents shall include, at a minimum:

- Meeting calendars and agendas for the Transportation Coordinating Committee and Transportation Policy Board
- Public review drafts of all work products and publications
- Final drafts of all work products and publications
- Contact information for SFMPO staff
- Links to related agencies

SFMPO on Facebook: The SFMPO maintains a Facebook page that includes information and links to articles related to transportation issues: <http://www.facebook.com/pages/Santa-Fe-Metropolitan-Planning-Organization/131832310169475>

Electronic Newsletter: The SFMPO shall create and update an e-newsletter for distribution via the Email List of Interested Parties and for posting on the SFMPO website. Copies shall also be sent electronically to anyone by request.

Appendix

Federal and state laws set certain requirements and guidelines for public notice, public access to information, the provision of timely information, and the inclusion of traditionally underserved segments of the population. The Santa Fe MPO will take specific actions to comply with statutory requirements and to promote active public participation in the transportation planning process (re: sections from Federal Regulations §CFR450.212, §CFR 450.316, §CFR 450.322, §CFR450.324, §CFR450.334, and Executive Order 12898). The MPO's public participation process satisfies the public participation requirements for the Program of Projects in compliance with the Federal Transit Administration.

MAP 21 reinforces the following provisions stated in the federal transportation funding act SAFETEA-LU, Public Law 109-59:

- *Representatives of users of pedestrian walkways, bicycle transportation facilities, the disabled are specifically added as parties to be provided with the opportunity to participate in the statewide and metropolitan planning processes*
- *To enhance the public participation process, the State DOT and MPO should conduct public meetings at convenient and accessible locations at convenient times; employ visualization techniques to describe plans; and make public information available in an electronically accessible format such as on the Web*
- *The MPO is to develop a participation plan in consultation with interested parties that provides reasonable opportunities for all parties to comment*

The SFMPO PPP is guided by the regulations in United State Code (USC) Title 23 Sec 134 (i):

- *“(6) PARTICIPATION BY INTERESTED PARTIES-*
- *“(A) IN GENERAL- Each metropolitan planning organization shall provide citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight 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.*
- *“(B) CONTENTS OF PARTICIPATION PLAN- A participation plan--*
- *“(i) shall be developed in consultation with all interested parties; and*
- *“(ii) shall provide that all interested parties have reasonable opportunities to comment on the contents of the transportation plan.*
- *“(C) METHODS- In carrying out subparagraph (A), the metropolitan planning organization shall, to the maximum extent practicable--*
- *“(i) hold any public meetings at convenient and accessible locations and times;*
- *“(ii) employ visualization techniques to describe plans; and*
- *“(iii) make public information available in electronically accessible format and means, such as the World Wide Web, as appropriate to afford reasonable opportunity for consideration of public information under subparagraph (A).*

Environmental Justice and Title VI

The Environmental Justice Guidebook of the Federal Highway Administration (FHWA) states that “effective community engagement addresses the needs of and incorporates input from a broad spectrum of interested parties including residents, businesses, and transportation system users. Within the context of a broad public involvement process, transportation agencies need to focus extra effort on outreach to and engagement of traditionally underrepresented populations”. [FHWA-HEP-11-024 2.Public Involvement]

Every effort has been made in this PPP to provide a framework for reaching traditionally underserved populations, including low income and minority households, persons with disabilities.

The needs of those traditionally underserved by the existing system will be sought and considered by the MPO.

Environmental Justice (EJ) is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. The MPO will work to ensure that the transportation system considers the needs of all people and that minorities, low income, elderly, and the disabled do not bear a disproportionate share of the negative impacts resulting from the transportation system.

EJ concerns and goals should be considered throughout all public engagement efforts, from project planning through construction and operation. This includes public outreach conducted during transportation planning and during the environmental reviews required by the National Environmental Policy Act (NEPA).

Through its public involvement efforts, the MPO will strive to achieve the following environmental justice goals:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low income populations.
- To ensure the full and fair participation by all potentially affected communities in the transportation decision making process.
- To prevent the denial of, reduction in or significant delay in the receipt of benefits by minority and low income populations.

Title VI states that no person shall, on the ground of race, color, or national origin, be excluded from participation in, denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The MPO will ensure that the input and feedback from all people will be considered in the development of MPO planning documents and activities.

The following actions are meant to reduce the barriers for participation in the decision-making process by low income, minority or disabled individuals.

1. When possible, public meetings will be held in locations that are convenient to low and moderate income neighborhoods. Such locations include community centers, senior centers and schools. Where possible, MPO staff will meet at the locations of businesses, neighborhood groups, stakeholders, and other agencies.
2. Upon request, all MPO work products and documents will be made available in alternative formats, including Braille, large type and languages other than English.
3. The following statement will be included in all MPO documents:
The Santa Fe MPO does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the provision of services. This document can be made available in alternative formats by calling the Santa Fe MPO Office at 955-6614 or 955-6706.
4. The following statement will be included in all meeting announcements:
Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6520, five (5) working days prior to the meeting date.
5. Agencies and organizations that represent low income, minority and disabled populations will be identified and included in MPO mailings.
6. The SFMPO will periodically evaluate Environmental Justice actions and Title VI requirements to ensure effectiveness of public involvement.

Americans with Disabilities Act

The Americans with Disabilities Act of 1990 (ADA) is a civil rights statute which prohibits discrimination against people with disabilities in all aspects of life. ADA therefore calls for transportation facilities to be accessible to persons with disabilities. People with disabilities are encouraged to get involved in the development and improvement of transportation and para-transit plans and services. All public meetings conducted by the MPO will take place at locations which are accessible facilities so as to accommodate persons with mobility limitations.
