



Josephine Community Transit

**Federal Transit Administration
Title VI Program 2014-2016**

Josephine County, Oregon

Josephine County, Oregon



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August 7, 2014

Federal Transit Administration
Jackson Federal Building
915 Second Avenue, Suite 3142
Seattle, WA 98174

Dear Christopher C. MacNeith,

The following document represents the update for the Title VI compliance for the Josephine County Transit Program. This document has been recognized and reviewed by the Josephine County Board of County Commissioners.

Sincerely,


Cheryl Walker
Josephine County BCC Chairperson

The FTA put Josephine County's Title VI program "in review" until additional information can be added into the report. The additional information was added into the report and will be submitted to the FTA for final approval.

The entire Title VI program, for FTA compliance, is in addition to Josephine County Policy G-14. There are specific elements that are required by the FTA that are not included in the existing County policy. The specifics of each element can be found below in the following attachments.

Attachment A – Transit specific Title VI Program overview

Attachment B – Public Notification. Published in the Daily Courier and includes email verification of publication. Entire Title VI program, specific to transit can also be found on Josephine County's website. <http://www.co.josephine.or.us/Page.asp?NavID=1672>

Attachment C – Limited English Proficiency – Four Point Analysis. Data was taken from the 2008-2010 American Community Survey, US Census Bureau.

Attachment D – STAC by-laws and membership information. The STAC provides oversight for the Transit Program and makes funding recommendations to the governing body, the Josephine County Board of County Commissioners (BCC). The STAC and the BCC provide for open public meeting and solicit public participation and input.

Attachment E – Middle Rogue MPO Public Participation Plan. Josephine County is a member of the MRMPO and Transit is a participating member. The MPO public participation process is used for transit related activities.

Attachment F – Transit Program Service Standards. The service standards for demand response services complies with ADA requirements and isn't listed.

Attachment G – Fare and Service Change

Attachment H - Public Notice. This 4x6 notice is posted in all vehicles on the stanchion right behind the vehicle operator.

Attachment I – Josephine County Policy G-14

Attachment A

Title VI Program Update: Josephine County

1. The original Title VI Program for Josephine County was submitted to the FTA through TEAM and was approved for 06/2/2008 through 5/1/2011.
2. The County Transit Program used the Daily Courier to publish notice of the Title VI requirements and gave opportunity for comment at the April 15,th 2014 meeting of the Special Transportation Advisory Committee.
3. The web site for Josephine County web is also used for notification of Title VI obligations as well.
4. The Special Transportation Advisory Committee/Public Transit Advisory Committee serve as the State approved governing body for transportation funding within the County.
5. The following activities are a summary of public participation efforts:
 - a. Update of the Transit – Human Services Transportation Coordination Plan, adopted 2009
 - b. Josephine County ADA Paratransit Plan, 2011.
 - c. Notification of proposed ODOT- Public Transit Discretionary Fund Projects, 2011
 - d. Regular update of Spanish Service Schedules, ongoing
 - e. Middle Rogue MPO – Public Participation Plan
6. Through a LEP Analysis, base on information collected from Portland State Unversity Population Research Center, the following Implementation Plan was developed.
 - a. There is a Spanish speaking translator on the dispatch staff during normal business hours.
 - b. Route and schedule information are available in both Spanish and English.
 - c. Route and schedule information is available in both Spanish and English on the County Website.
 - d. The transit survey conducted in May 2011 was available in Spanish.
7. There have been no Title VI complaints, lawsuits, audits, reviews, etc. that are currently active and/or have occurred in the past 3 years.
8. There are no subrecipients of Josephine County who are recipients of FTA funds. Therefore, there are no assistance of monitoring requirements for compliance with Title VI (Chapter 3, 11 and 12).

Attachment B

Notification of Josephine County – Josephine Community Transit (JCT) – Title VI Obligations

- JCT, the provider of fixed route and paratransit services within Josephine County, shall not, on the grounds of race, color, or national origin allow any person to be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, any County program or activity.
- The entire Josephine County Policy G-14: Nondiscrimination under Title VI of the Civil Rights Act of 1964 can be viewed on the County web site.

<http://www.co.josephine.or.us/Page.asp?NavID=1258>

- The Transit specific component for the Title VI program can be viewed on the County web site.

<http://www.co.josephine.or.us/Page.asp?NavID=1672>

- The Title VI Complaint Coordinator for Josephine County shall be the County Risk Manager, or designee, who shall investigate and process complaints about violations of a person's civil rights. Complaints must be initiated within 180 days from the date of the alleged discrimination.
- Any person who feels that he or she has been discriminated against, or whose accommodation request or access to programs or services has been denied, may file a complaint with the appropriate County Program Manager/Supervisor by mailing or submitting a written complaint to the Program Manager/Supervisor, or by telephoning or emailing the appropriate department, division or program.
- Complaints regarding the County's Transit Program can be made to:

**Transit Program Supervisor
201 River Heights Way
Grants Pass, OR 97527**

Email address: schancey@co.josephine.or.us

By phone: (541)474-5441

By facsimile (541)474-5414

Comments on the County Transit Program, in regards to the Title VI Program, can be made at the April, 15, 2014 meeting of the Special Transportation Advisory Committee (STAC). Comments regarding how minority and low-income populations can be better served are invited to the STAC meeting at 1:30pm on 4/15/2014 at 305 NW E Street, Grants Pass OR 97526, or by sending a written response to the address above.

Scott,

I have processed and scheduled the Public notice to publish on Sunday, April 7. The cost will be \$32.85.

Thank you,

Bev

On Wed, Apr 3, 2013 at 12:37 PM, Scott Chancey <schancey@co.josephine.or.us> wrote:

Beverly,

I need the attached ran under the public notice. What we used in past practice will work for this as well. I think we were running these notices only once and on a Saturday. Now that the paper runs the weekend edition on Sunday that will work.

Thanks

scott

--

Beverly Gilpatrick
National, Agency, Legal and Insert Advertising Coordinator
Grants Pass Daily Courier
Grants Pass OR
541 474-3742
541 474-3847 fax

Attachment C

Josephine County

Josephine Community Transit – Limited English Proficient (LEP) Plan

March 2014

Josephine Community Transit (JCT) is required, per the FTA, to take responsible steps to ensure equitable access to the benefits of transit to individuals who are Limited English Proficient (LEP). JCT, using the ODOT's LEP Guidance, performed a four factor analysis of all services and public contact to determine the appropriate level of LEP services to offer.

Four Factor Analysis:

1) The structure and scope of transit services offered within the County

JCT provides transit services to the public through the fixed routes, commuter routes and demand response service within Josephine County. JCT is the only provider of general public transit services and also provides a critical link from the majority of rural areas to the City of Grants Pass.

2) The number or proportion of LEP persons in the service area

Data was gathered from the following sources to identify information on persons who do speak languages other than English at home and who speaks it less than well or not at all and would be classified as LEP.

Josephine County

Subject	Number	Percent
RACE		
Total population	82,713	100.0
One race	80,037	96.8
White	76,449	92.4
Black or African American	347	0.4
American Indian and Alaska Native	1,133	1.4
American Indian, specified [1]	811	1.0
Alaska Native, specified [1]	30	0.0
Both American Indian and Alaska Native, specified [1]	1	0.0
American Indian or Alaska Native, not specified	291	0.4
Asian	681	0.8
Native Hawaiian and Other Pacific Islander	145	0.2
Some Other Race	1,282	1.5
Two or More Races	2,676	3.2
Two races with Some Other Race	337	0.4
Two races without Some Other Race	2,110	2.6
Three or more races with Some Other Race	51	0.1
Three or more races without Some Other Race	178	0.2
HISPANIC OR LATINO		
Total population	82,713	100.0
Hispanic or Latino (of any race)	5,251	6.3
Mexican	3,991	4.8
Puerto Rican	204	0.2
Cuban	53	0.1
Other Hispanic or Latino [2]	1,003	1.2
Not Hispanic or Latino	77,462	93.7
RACE AND HISPANIC OR LATINO		
Total population	82,713	100.0
One race	80,037	96.8
Hispanic or Latino	4,626	5.6
Not Hispanic or Latino	75,411	91.2
Two or More Races	2,676	3.2
Hispanic or Latino	625	0.8
Not Hispanic or Latino	2,051	2.5

The above table shows the number of person per demographic category for Josephine County from the 2010 Census. The Hispanic population grew at a rate similar to last report and follows Oregon population trends.

Josephine County, Oregon

Estimate	Margin of Error	Percent of specified language speakers				
		Speak English "very well"		Speak English less than "very well"		
		Estimate	Margin of Error	Estimate	Margin of Error	
Population 5 years and over	78,426	+/-86	98.8%	+/-0.3	1.2%	+/-0.3
Speak only English	95.5%	+/-0.7	(X)	(X)	(X)	(X)
Speak a language other than English	4.5%	+/-0.7	73.8%	+/-5.8	26.2%	+/-5.8
Spanish or Spanish Creole	2.5%	+/-0.5	67.7%	+/-7.9	32.3%	+/-7.9
Other Indo-European languages	1.4%	+/-0.4	89.1%	+/-7.3	10.9%	+/-7.3
Asian and Pacific Island languages	0.4%	+/-0.1	57.0%	+/-25.2	43.0%	+/-25.2
Other languages	0.1%	+/-0.1	75.0%	+/-29.5	25.0%	+/-29.5
SPEAK A LANGUAGE OTHER THAN ENGLISH						
Spanish or Spanish Creole	1,951	+/-375	67.7%	+/-7.9	32.3%	+/-7.9
5-17 years	402	+/-176	65.4%	+/-20.1	34.6%	+/-20.1
18-64 years	1,342	+/-272	68.9%	+/-8.5	31.1%	+/-8.5
65 years and over	207	+/-86	64.3%	+/-24.1	35.7%	+/-24.1
Other Indo-European languages	1,126	+/-345	89.1%	+/-7.3	10.9%	+/-7.3
5-17 years	248	+/-194	100.0%	+/-13.1	0.0%	+/-13.1
18-64 years	607	+/-182	88.1%	+/-12.5	11.9%	+/-12.5
65 years and over	271	+/-126	81.2%	+/-11.8	18.8%	+/-11.8
Asian and Pacific Island languages	335	+/-107	57.0%	+/-25.2	43.0%	+/-25.2
5-17 years	46	+/-29	52.2%	+/-52.2	47.8%	+/-52.2
18-64 years	220	+/-93	60.5%	+/-28.7	39.5%	+/-28.7
65 years and over	69	+/-51	49.3%	+/-34.1	50.7%	+/-34.1
Other languages	116	+/-63	75.0%	+/-29.5	25.0%	+/-29.5
5-17 years	30	+/-50	100.0%	+/-56.2	0.0%	+/-56.2
18-64 years	32	+/-34	100.0%	+/-54.4	0.0%	+/-54.4
65 years and over	54	+/-41	46.3%	+/-41.1	53.7%	+/-41.1
CITIZENS 18 YEARS AND OVER						
All citizens 18 years and over	64,709	+/-237	99.4%	+/-0.2	0.6%	+/-0.2
Speak only English	96.7%	+/-0.5	(X)	(X)	(X)	(X)
Speak a language other than English	3.3%	+/-0.5	81.2%	+/-5.5	18.8%	+/-5.5
Spanish or Spanish Creole	1.8%	+/-0.4	77.8%	+/-8.2	22.2%	+/-8.2
Other languages	1.5%	+/-0.3	85.3%	+/-6.9	14.7%	+/-6.9
PERCENT IMPUTED						
Language status	2.5%	(X)	(X)	(X)	(X)	(X)
Language status (speak a language other than English)	2.4%	(X)	(X)	(X)	(X)	(X)

Josephine County, Oregon

Estimate	Margin of Error	Percent of specified language speakers			
		Estimate	Margin of Error	Estimate	Margin of Error
		Speak English "very well"		Speak English less than "very well"	
Ability to speak English	6.5%	(X)	(X)	(X)	(X)
Josephine County, Oregon					
	Total	Percent of specified language speakers			
		Speak English "very well"		Speak English less than "very well"	
Subject	Estimate	Margin of Error	Estimate	Margin of Error	Estimate
					Margin of Error

Source: U.S. Census Bureau, 2008-2012 American Community Survey

Explanation of Symbols:

1. An '***' entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.
2. An '-' entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution.
3. An '-' following a median estimate means the median falls in the lowest interval of an open-ended distribution.
4. An '+' following a median estimate means the median falls in the upper interval of an open-ended distribution.
5. An '***' entry in the margin of error column indicates that the median falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate.
6. An '*****' entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.
7. An 'N' entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.
8. An '(X)' means that the estimate is not applicable or not available.

3) The frequency with which LEP individuals come into contact with the service

JCT serves LEP persons daily on the fixed route, commuter routes and demand response services. A full time transit assistant works in the administrative office who speaks Spanish and translates in person, or over the phone a total of approximately four times per month. The person is also available to translate via the radio with drivers who encounter LEP individuals, which happens approximately three times per month. The passenger survey indicates that a total of 1.4% of transit trips are taken by LEP individuals.

4) The resources available to JCT from the total federal funds to assure meaningful access to the service by LEP persons

JCT currently provides transit schedules in Spanish, which are also available on the County web site. The latest passenger survey was also available in Spanish. One staff member is fluent in Spanish and is available via the telephone or the operator radio system.

Conclusion:

Based on the four factor analysis, JCT recognizes the need to continue to provide language assistance in the operation of all services. Services that are offered for LEP individuals will be continued and consist of the following:

- A Spanish speaking translator is available upon request, or when needed during normal business hours.
- Route and schedule information is available in both English and Spanish.
- Route and schedule information is available in both English and Spanish on the County web site.
- Transit surveys will always be made available in Spanish.
- Meeting of the Special Transportation Advisory Committee will continue to be held to solicit input on Title VI compliance and associated activities.
- The MRMPO Title VI Program will also be used as a resource to continue compliance.
- The MRMPO Public Input Plan will also be used as a resource and opportunity to continue compliance.

Josephine Community Transit will contact community organizations that serve LEP persons, as well as LEP persons themselves and perform a four factor analysis every three years to identify, if any, additional information or activities that might better improve JCT's services to assure non-discriminatory service to LEP persons. In addition, JCT will use updated information available through the U.S. Census Bureau for continued monitoring and updates of the LEP analysis annually.

JCT also has a bilingual Operational Supervisor who provides translation of all written material into Spanish. This person is also available via the radio to any driver in route having any difficulty communication with non-english speaking passengers or potential passengers. The same person also is available via our customer service phone line to provide detailed route information and answer questions for the general public.

Attachment D

JOSEPHINE COMMUNITY TRANSIT SPECIAL TRANSPORTATION ADVISORY COMMITTEE

Bylaws

Article I – NAME AND PURPOSE

Section 1 – Name: The name of this organization shall be the Josephine Community Transit Special Transportation Advisory Committee (JCT STAC). It shall be an advisory committee to the Josephine County Board of Commissioners (BCC), organized under the laws of the State of Oregon, ORS 391.800 Elderly and Disabled Special Transportation Fund, and is the Special Transportation Funds Advisory Committee for Josephine County.

Section 2 – Purpose: The purpose of the JCT STAC is to advise and assist the Josephine County Board of Commissioners in carrying out the purposes of ORS 391.800 to 391.830 regarding the Elderly and Disabled Special Transportation Fund.

Article II – COMMITTEE ROLE AND RESPONSIBILITIES

Section 1 — JCT STAC Role and Responsibilities: The JCT STAC will perform the following:

- A. Advise the BCC regarding the opportunities to coordinate Special Transportation Fund (STF) and Special Transportation Operating (STO) moneys and STF- and STO-funded Projects with other transportation programs and services to avoid duplication and gaps in service;
- B. Review the proposed distribution of Formula Program moneys and make recommendations to the BCC;
- C. Review the STF, STO, 5310 and all other Discretionary Grant proposals and make recommendations to the BCC;
- D. Participate in developing and updating the Coordination Plan; and
- E. Make operational and policy recommendations to the BCC regarding transportation services and funding.

Section 2 – Additional Tasks: The JCT STAC will review STF funded projects, reports, and inspect equipment and facilities, as requested by the BCC or the Josephine Community Transit Program Supervisor.

Article III – MEMBERSHIP

Section 1 —Committee Composition: The JCT STAC shall consist of at least five (5) members, and no more than nine (9) members. In addition, a maximum of three (3) alternate members may be appointed by the BCC.

Section 2 — Membership Qualifications: All members of the JCT STAC must reside within the boundaries of Josephine County.

- A. At least five (5) members must be one of the following:
 - 1. A person who is an elderly or disabled individual and uses transportation services;
 - 2. A person who is an elderly or disabled individual and lives in an area where there are no public transportation services;
 - 3. An individual engaged in providing transportation services to the elderly or disabled;
 - 4. A representative of elderly individuals; or
 - 5. A representative of disabled individuals.
- B. The remaining members may be:
 - 1. A representative for regional education; and/or
 - 2. A representative of the general public and all other transit users.

Section 3 —Appointment of Members: The BCC shall appoint members to the JCT STAC upon recommendation by the JCT STAC. Members shall be notified of their appointment in writing by the BCC.

Section 4 — Term of Membership: All JCT STAC members shall serve four-year terms, and are eligible for re-appointment by the BCC.

Section 5 — Resignation, Termination, and Absences: Resignation from the JCT STAC must be in writing and received by the JCT Program Supervisor. Upon the recommendation of the JCT Program Supervisor, a committee member may be terminated from the JCT STAC by the BCC due to excess absences, if that member has more than two (2) unexcused absences from committee meetings in a year.

Section 6 — Special Meetings: Special meetings of the JCT STAC may be called by the BCC or the Josephine Community Transit Program Supervisor. Notices of special meetings shall be sent out by the Transit Program Supervisor to each committee member at least forty eight hours (48) prior to the meeting.

Article IV — SUBCOMMITTEES

Section 1 — Subcommittee Formation: The JCT STAC may create subcommittees as needed, for purposes such as, but not limited to, fundraising, public relations, or data collection. The Chair of each subcommittee shall be appointed by the JCT Program Supervisor.

Article V — MEETINGS

Section 1—Meeting Schedule: The JCT STAC shall meet at least two (2) times per year at a time and place designated by the Josephine Community Transit Program Supervisor.

Section 2—Decision-making: The committee will make decisions by consensus of a majority of the members present.

Section 3 — Quorum: A majority of the filled positions then appointed to the committee will constitute a quorum for the purposes of conducting business and making decisions.

Section 4 — Conduct of Meetings: The JCT Program Supervisor shall convene regularly scheduled meetings, and shall control the conduct of the meetings. The JCT Program Supervisor shall represent the JCT STAC at meetings and communications with the BCC.

Section 5 – Minutes and Records: The JCT Program Supervisor shall be responsible for keeping minutes of meetings and records of all JCT STAC actions, and shall send out meeting notices and announcements, distribute copies of minutes and the agenda to each JCT STAC member, and maintain records in accordance with Oregon Public Records Laws and state archives requirements.

Section 6 – Open Meetings: All meetings of the JCT STAC shall be open to the public. Notice of meetings shall be given by the JCT Program Supervisor in accordance with Oregon Public Meetings Laws.

Article VI — STF ADMINISTRATOR DUTIES

Section 1 —STF Administrator: The Josephine Community Transit Program Supervisor shall be the STF Administrator. The STF Administrator shall have the day-to-day responsibilities for managing the STF Program and carrying out the County's goals and policies. The STF Administrator shall be responsible for ensuring that provider reports are completed and submitted as required, and shall make records available to the JCT STAC as necessary for the proper functioning of the committee. The STF Administrator may perform additional duties as required by the BCC.

Article VII — AMENDMENTS

Section 1 — Amendments: These Bylaws may be amended by resolution of the Josephine County Board of Commissioners.

Article VIII – EFFECTIVE DATE

Section 1 – Effective Date: These Bylaws shall become effective upon the approval of the Josephine County Board of Commissioners.

Attachment E



Public Participation Plan

Adopted by the MRMPO Policy Committee

June 19, 2014

Published by:
Rogue Valley Council of Governments
155 N First Street
Central Point, Oregon 97502

Public Participation Plan

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1. Introduction

It is a goal of the Middle Rogue Metropolitan Planning Organization (MRMPO), as the designated Metropolitan Planning Organization for the Grants Pass metropolitan area, to provide citizens and interested parties with reasonable opportunities to participate in the metropolitan transportation planning process. Beyond efforts to provide information to the public, this goal encompasses a wide range of strategies and activities to enable public involvement in a meaningful way in the MRMPO's decision-making process. Ultimately, efforts to bring more voices and wide-ranging interests to the table will yield better planning results.

The purpose of the Public Participation Plan is to provide all interested parties with reasonable opportunities to comment on the MRMPO's plans, programs and projects. The policies and practices described in the Public Participation Plan recognize the need for robust public involvement at all stages of regional planning. This plan is intended to encourage, facilitate and follow through on public comments, concerns and suggestions by establishing procedures for providing full public access to information and decisions, timely public notices, and early and continuing public involvement in plan development.

The Public Participation Plan describes methods, strategies and desired outcomes for public participation. It addresses outreach to a broadly defined audience of interested parties and is a facet of the MRMPO's role of providing the region with a continuing, cooperative and collaborative transportation planning process.

A. Consistency with Federal Requirements

The current transportation authorization act, Moving Ahead for Progress in the 21st Century (MAP-21), adopted in July 2012, requires MPOs to consult with a number of agencies, organizations, and interest groups in producing a Public Participation Plan.

MAP-21 requires MPOs to develop a participation plan to involve interested parties, including 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 pedestrian walkways and bicycle transportation facilities, representatives of persons with disabilities, and other interested parties. In doing so, MPOs must hold public meetings at convenient and accessible locations and times, and make public information available in electronically accessible formats. The resulting

plan must support continued consultation by all interested parties in all aspects of the planning process.

To seek participation of all interested parties in this plan update, the MRMPO held public meetings and distributed copies of the draft plan and information about the plan. People were informed of plan development by mail, and it was advertised in regional newspapers, and the MRMPO web site.

In addition to the transportation act, Title VI of the Civil Rights Act of 1964 and a succeeding 1994 Executive Order require the federal-aid recipients to consider impacts on minority and low-income populations and assure those populations are able to participate in planning decisions. Plan goals address these federal requirements, and procedures are consistent with those goals.

The draft plan was available for public review and comment by all interested parties for 45 days, from May 6, 2014, to June 19, 2014.

B. Establishment and the Role of the MRMPO

Federal law requires that metropolitan areas of at least 50,000 population form Metropolitan Planning Organizations (MPO) to be responsible for planning regionally significant transportation projects to assure that long-range, multimodal transportation system needs are met. Additionally, MPOs must show that transportation plans meet Clean Air Act requirements. Following the 2010 Census, the greater Grants Pass urbanized area was designated a Metropolitan Statistical Area (an urbanized area with a population exceeding 50,000). To fulfill the federal planning obligation, the governor designated the Rogue Valley Council of Governments (RVCOG) the region's MPO on March 20, 2013. Subsequently, the RVCOG Board of Directors delegated responsibility for MRMPO policy functions to the MRMPO Policy Committee. RVCOG provides staff support for the MRMPO.

2. Plan Overview

The Public Participation Plan is an adopted document of the Middle Rogue Metropolitan Planning Organization. It provides the policy framework for the role of the public in MRMPO decision making and it describes activities through which public concerns and suggestions are solicited, how responses are formulated, and how final work products reflect public sentiments.

The plan recognizes four key aspects of a meaningful public participation program that must be supported.

- **Inform** – The public must be provided with ample opportunities to learn about activities, issues and upcoming decision making.
- **Understand** – The public must be given adequate, relevant and understandable information about an issue, including competing values, technical underpinnings, applicable standards and likely decision options.
- **Participate** – Project scheduling must allow adequate time for the public to learn about an issue and prepare responses that can be incorporated into the decision-making process at a time when such comments can influence outcomes.
- **Respond** – Subsequent planning steps must clearly demonstrate how public input influenced the final product, or provide some other response to input received.

The plan also recognizes that for any single project or planning activity there are likely to be several points at which the key activities described in this plan will need to be initiated. For example, providing up-to-date information should be ongoing throughout a project. And opportunities should be provided to periodically update the public regardless of their level of familiarity with the project.

The goals and policies contained in the plan ensure that the public is provided with opportunities to become informed, gain an understanding, and provide comment. The MRMPO intends for the public to have a say at all phases of metropolitan planning – from identifying needs to evaluating and selecting projects. Through the goals, procedures and tools discussed in the plan, the MRMPO intends to foster on-going, two-

way communication between decision makers and the public so that decisions reflect and respond to public concerns, needs and values.

Activities the MRMPO undertakes to foster public participation – some regularly scheduled activities, others special events that coincide with particular project milestones – are described in the plan section *Public Role in Decision Making*. The section also describes the MRMPO's decision-making authority and outlines its processes and procedures. The organization's consistency with applicable regulations also is described, including its consistency with federal requirements for public participation contained in MAP-21.

The *Public Participation Tools* section describes various methods the MRMPO uses to engage the public. How various methods can be employed and the outcomes that can be expected are described. Through the course of any single project, it is anticipated that more than one tool or activity will be used.

The *Public Participation Implementation Guidelines* describes how public participation tools and methodologies are used in the context of the MRMPO's key tasks and responsibilities. This section also provides a snapshot of the basic duties of the MPO in fulfilling regional transportation planning obligations.

A list of commonly used transportation terms and acronyms relating to the metropolitan planning process is in *Appendix A*.

This plan is intended to provide the public with basic information about MRMPO operations so that any interested parties can begin to consider how they may participate. Additionally, it is a tool for MRMPO staff and can be a resource for member jurisdictions. It sets basic standards and procedures for the MRMPO to assure that the public has opportunities to participate in metropolitan planning in a meaningful way. The plan describes numerous activities that may be undertaken to identify stakeholders, inform both the general public and targeted audiences, and elicit comments and ideas from the community. It is not anticipated that all strategies would be effective in every situation. Nor is a single activity or strategy likely to foster sufficient public awareness and participation. Instead, this plan provides a menu of activities that can be combined to create a public involvement plan tailored to the scope and expectations of a plan, program or project. It also sets expectations for public participation in key MRMPO activities.

3. Goals and Objectives

In an effort to meet the federal standards continued under MAP-21 and improve transportation planning, the MRMPO set the following goals and policies for public participation.

Goal 1: Opportunities shall be created for all segments of the public to understand and be informed about issues under consideration by the MRMPO. Reasonable access to complete information about transportation planning issues and events will be provided.

Policy 1: An MRMPO website will be maintained containing information on: schedules and agendas for upcoming meetings; various updates and news topics; plan, program, and study documents; and project applications and selection processes. Descriptions of programs, contact information and links to other organization's websites will also be available. E-mail will be utilized and encouraged to allow comments on transportation planning related matters, including plan, program, and project development. The MRMPO website address will be included in printed materials.

Policy 2: All MRMPO plans and documents shall be made available for the public to review at the RVCOG office and on the MRMPO website (www.rvmop.org). Copies of the Regional Transportation Plan (RTP), Transportation Improvement Program (TIP), and other MRMPO Plans shall be distributed to all public libraries. Copies of draft documents for public review and comment shall be provided to planning partners to allow public review of those documents at their offices.

Policy 3: A Citizen's Guide to Transportation Planning shall be created and periodically updated as a resource to the public. The Public Participation Plan outlines what strategies will be used by the MRMPO to increase public participation, while the Citizen's Guide provides an overview of the region's transportation policies and strategies for becoming involved in the planning process.

Policy 4: A public involvement brochure will be designed to introduce the regional transportation planning process and specify how citizens can better

participate in decision making. It can be sent to interested parties, included in information packets and placed in public areas. Contact information will be included, and the brochure will provide a postage-paid comment card to solicit ideas, comments, and additions to the mailing list.

Policy 5: MRMPO will distribute project specific progress reports on significant MPO projects. Progress reports will aid in keeping those citizens that have shown an interest involved.

Policy 6: An MRMPO Web page will be maintained, containing a schedule of upcoming meetings, press releases and summaries of documents during the public review period. Descriptions of programs, contact information and links to other organization's web sites will also be available. Internet E-mail will be utilized to allow comments on transportation planning materials. The web site address will be included in printed materials.

Policy 7: MRMPO will publish summaries of several important documents, including the Regional Transportation Plan (RTP), Transportation Improvement Program (TIP), Unified Planning Work Program, and Air Quality Conformity Analysis. These summaries will be short and will be presented in a non-technical way to make them more easily understood by the public.

Policy 8: MRMPO will work with local media on an ongoing basis to ensure proactive coverage of transportation planning activities. Press releases will be issued on current project and programs.

Policy 9: Whenever possible, MRMPO will go directly to interested groups instead of asking people to come to public offices. Staff shall be available to attend community meetings to discuss current planning initiatives and to provide an overview of the transportation planning process.

Policy 10: All MRMPO plans and documents shall be made available for the public to review at the RVCOG office and on the MRMPO website (www.mrmmpo.org). Single copies of current MRMPO plans and documents shall be provided free of charge upon request. Copies of the Regional Transportation Plan (RTP), Transportation Improvement Program (TIP), and other MRMPO Plans shall be distributed to all public libraries. Copies of draft documents for public review and comment shall be provided to planning partners to allow public review of those documents at their offices.

Policy 11: The MRMPO will employ visualization techniques to convey plans, issues and concerns. These techniques may include maps, photographs, interactive tools, artist renderings and models to help analyze options, impacts and potential outcomes.

Goal 2: The public shall be provided timely notice on all transportation issues and processes.

Policy 1: Advance notification will depend on the project and its timeline, but, except for very short projects, 30 days notice will be given. The project work plan, with specific dates and timelines, will be published and sent to affected groups and interested citizens. Public notification will continue throughout the process, with emphasis on periods when input can have the greatest impact. The MRMPO will provide adequate time for public review of draft documents prior to opportunities for comment or testimony. The length of comment period and review periods will vary based on the nature of the plan or program, but major plans or projects such as the RTP, TIP, UPWP, and Air Quality Conformity will have at least a 30-day comment period.

Policy 2: Notice and agendas of all meetings of the MRMPO committees shall be made available on the website at least six days before they occur. Notifications will be easy to understand and provide adequate information or indicate how additional information can be obtained. Information on Americans with Disabilities Act (ADA) access and availability of information in other languages will be included.

Policy 3: To the extent possible, notifications of citizen involvement opportunities will contain the following information: the purpose of a meeting or event, location and time, as well as information on public transit and a phone number where additional information can be obtained. The format for citizen involvement and the time line for public comment on the project will also be included.

Goal 3: Provide the public with opportunities to participate in the transportation planning process.

Policy 1: The MRMPO will provide frequent opportunities for general public, interest groups, providers of transportation and others to participate in the transportation planning process, especially in the early stages of plan and project development, when such comment can have the greatest effect.

Policy 2: The MRMPO shall conduct public hearings prior to the adoption of each of the transportation plans and programs for which it is responsible, and shall hold public forums and public meetings related to transportation planning initiatives and projects at appropriate times in the planning process. Whenever practicable, the MRMPO will work to improve the format of public meetings and hearings to better facilitate the public involvement process. An agenda item will be included in regularly scheduled MRMPO meetings to allow an opportunity for public comment.

Policy 3: The MRMPO will schedule meetings to allow the greatest opportunity for attendance by the public and interested groups, including evening, lunch, or weekend meetings when necessary.

Policy 4: Planning initiatives shall be reviewed to determine the appropriate public involvement techniques, outreach activities and communication strategies. These tools will be tailored to the affected groups and interested residents whenever possible.

Policy 5: Residents and other interested parties who have expressed interest in a particular topic, such as bicycle and pedestrian issues shall be included in the planning process. Task forces shall be convened at appropriate times in the planning process.

Policy 6: Scientific surveys shall be conducted at appropriate times to produce statistically valid results identifying the desires of the region. This will be considered a tool that could be used to determine the preferred outcome of a plan or project, and used accordingly.

Policy 7: To increase the participation of citizens and organizations in the transportation planning process, the MRMPO will maintain a contact spreadsheet that can serve as a mailing list for the newsletter and other digital and paper mailings. Entries in this spreadsheet will include the names of those requesting copies of draft documents, submitting comments and attending public hearings. Citizens requesting placement on this contact list will also be added. At the conclusion of the review and comment period for a planning project, individuals in this spreadsheet can review the determination on an action and a summary of all public comments received and staff responses on the MRMPO website. The MRMPO will attempt to verify ongoing interest by allowing participants an opportunity to remove their names from the contact list. The request can be made by return mail, telephone, or email.

Policy 8: The MRMPO shall continually work to identify new stakeholders interested in or affected by the transportation planning process. In accordance with MAP-21, stakeholders shall include “citizens, affected public agencies, representatives of transportation agency employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transit, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of persons with disabilities, and other interested parties.”

Policy 10: The MRMPO staff and MRMPO committees will consider public input, which may result in revisions to draft plans and programs, as an integral part of the planning process. Every attempt will be made to respond to public comment in a timely manner. Summarized oral comments will be

recorded at public meetings, and forms for written comments will be provided at all public meetings along with staff contact information. The public will also have an opportunity to comment during public meetings of the Policy Committee before any final action, as well as via email prior to the meeting. A link on the website will be provided for public comments.

Policy 11: A public involvement program will be prepared for each major transportation plan or project. Essential points in the plan will be identified and a proposed public involvement schedule will be shown. Major stakeholders for the plan will be identified, and will be included in the public involvement process. Public involvement procedures for individual plans should follow the guidelines in this Public Participation Plan. The Technical Advisory Committee will review and provide comment on all public involvement plans before their approval by the Policy Committee.

Goal 4: Identify and involve traditionally underserved communities, including communities of minority, low-income or elderly populations, in the transportation planning process.

Policy 1: The MRMPO will work to identify traditionally underserved populations within the region, including minority, low income and senior citizen populations. Outreach activities will be developed to involve stakeholders from these communities in the transportation planning process.

Policy 2: Some meeting sites will be selected which are more easily accessible to traditionally underserved communities. Meeting announcements will be made on the website.

Policy 3: Assistance shall be provided upon request, and with 48-hour notice, to the hearing and visually impaired, those not fluent in English, the transportation disadvantaged or others requiring special assistance at all MPO meetings, hearings and workshops. Public notices of these events shall notify the public of this opportunity. Meetings shall be held in ADA-compliant venues.

Policy 4: Meeting locations served by transit or accessible by means other than the automobile will be chosen whenever possible.

Goal 5: Public comments and concerns shall be considered as projects and plans are developed.

Policy 1: The MRMPO will gather and record public comment, making comments part of the permanent record for MPO projects and plans.

Policy 2: A summary analysis or report on comments received and their disposition will be made a part of all Regional Transportation Plans and Transportation Improvement Programs.

Policy 3: In instances when a final version of a Regional Transportation Plan or Transportation Improvement Program differs significantly from the draft version that was subject to public review, another opportunity for public comment will be provided.

Policy 4: Summaries of responses to comments and any changes made as a result will be prepared and distributed at subsequent committee or public meetings and will be available on the MPO website. Articles featuring summarized comments may appear in the MRMPO transportation planning newsletters or on the website.

4. Public Role in Decision Making

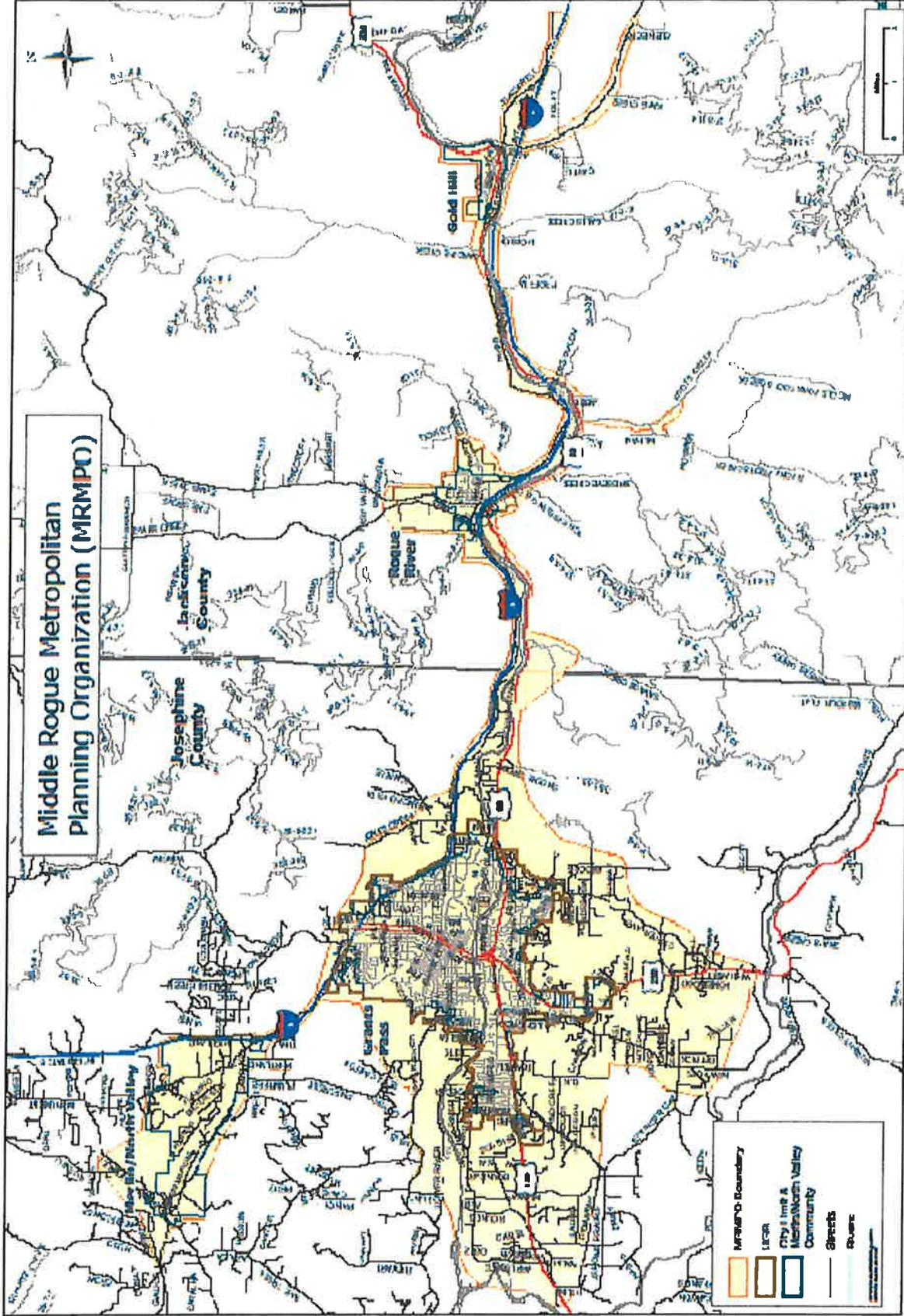
A. MRMPO Decision-Making Authority

In addition to the local government members, the Oregon Department of Environmental Quality, Oregon Department of Transportation, Oregon Department of Land Conservation and Development, Federal Highway Administration, and Federal Transit Administration also participate in the MPO process.

Federal and state transportation planning requirements of the MRMPO can generally be summarized as follows:

- Develop and maintain a Regional Transportation Plan (RTP) and Transportation Improvement Program (TIP) consistent with state and federal planning requirements.
- Perform regional air quality conformity analyses for carbon monoxide (CO), for which the Grants Pass area is a Maintenance Area, and particulate matter (PM₁₀) for which an area corresponding roughly to the MRMPO boundary is a Maintenance Area.
- Review specific transportation and development proposals for consistency with the RTP.
- Coordinate transportation decisions among local jurisdictions, state agencies and area transit operators.
- Develop an annual work program.
- House and staff the regional travel demand model for the purposes of assessing, planning and coordinating regional travel demand impacts.

1: MRMPO Area Ma



B. MRMPO Structure and Process

The Policy Committee considers recommendations from the public and from MRMPO sponsored advisory committees as part of its decision-making process. The organization maintains a Technical Advisory Committee (TAC), made up of jurisdictional public works and planning staff members, that meets regularly to review matters to be decided.

Additionally, the MRMPO periodically organizes advisory committees and steering committees for specific projects and purposes. These committees often capitalize on particular knowledge or capability in the community. For example, in the neighboring RVMPO a Freight Advisory Committee consisting largely of local shippers and carriers was organized to provide review and advice for the Rogue Valley Freight Study.

All committees operate under bylaws, which were adopted after public hearing by the Policy Committee.

All MRMPO committee meetings are public and are announced by way of news media notification, newspaper advertising, direct notice to stakeholders via mail and email, and web site postings. Material for all committee meetings is posted on the web site (www.mrmppo.org) and time for public comment is reserved for all committee meetings.

The two standing committees maintain a regular meeting schedule, as noted in Table 1 below.

Table 1: MRMPO Meeting Schedule

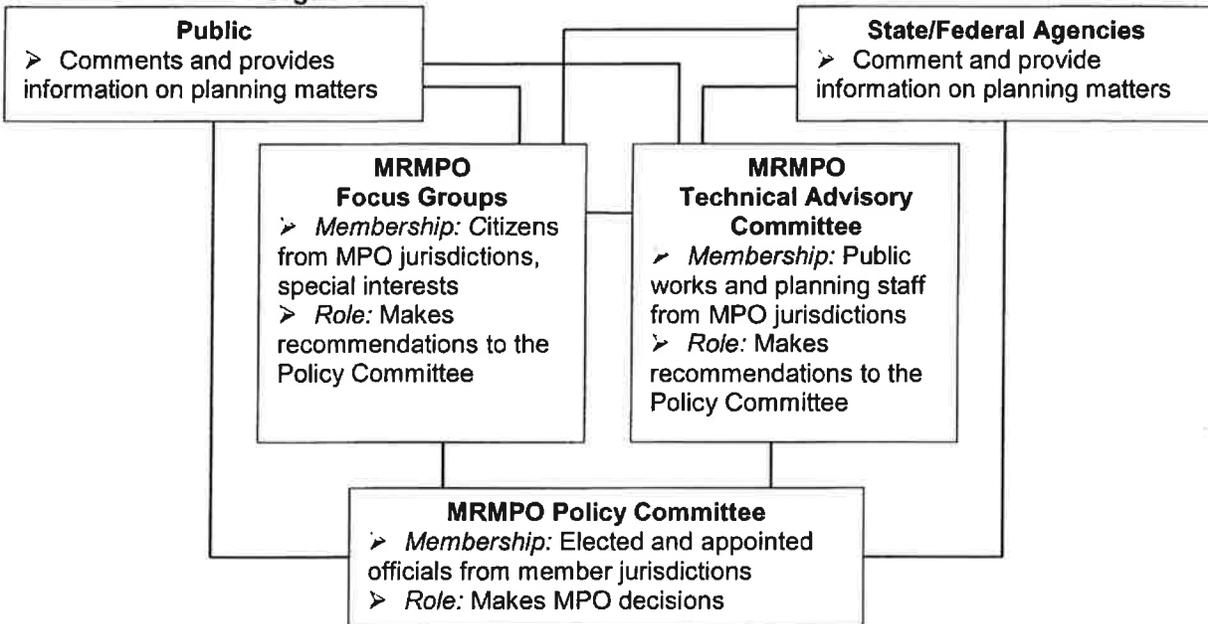
Committee	Meeting Day	Date
Policy Committee	Third Thursday	Monthly
Technical Advisory Committee (TAC)	First Thursday	Monthly

C. MRMPO Committees, Committee Relationships

The MRMPO's committee structure and its schedule of regular, public meetings help ensure that decision makers on the Policy Committee routinely hear from a broad base of stakeholders. The public may choose to address only the Policy Committee, or provide

input to the advisory committees as well. The MRMPO organizational structure chart, below, illustrates how the public may participate in decision making.

Table 2: MRMPO Organizational Structure



D. Compliance with Guidelines

The Public Participation Plan and the goals and policies that form its foundation are intended to ensure that the MRMPO provides the public with opportunity to influence Policy Committee decisions. The plan acknowledges that much of the MRMPO’s decision making is based on policies and decisions made at the jurisdictional level. Therefore the MRMPO supports local efforts to encourage public participation in local decision making. In some instances, project ranking at the regional level may be based in part on demonstration of local support. Local governments, in their transportation planning activities, are encouraged to be consistent with the MRMPO Public Participation Implementation Guidelines in Section 6.

The procedures outlined in this plan establish minimum standards for public participation. However, failure to exactly comply with the procedures contained in the plan shall not, in and of itself, render invalid any MRMPO decisions or actions. Any dispute arising from this plan will be resolved with a focus on the degree of compliance and the extent to which the MRMPO’s actions met the intent of the goals and policies. If it is determined that the spirit of the goals is not met, the MRMPO may conduct additional public involvement to ensure adequate public review.

5. Public Participation Tools

Through the course of any single project, it is anticipated that more than tool or activity will be used.

Web Site. The MRMPO web site, www.mrmppo.org, is the organization's principal means of communicating all of its work to the public. All meeting schedules and materials, including meeting minutes, are posted, as are drafts of all reports, research findings and publications, including the regional plan, TIP and work plan. A tool on the site enables readers to directly contact staff. Project selections, such as the CMAQ and STP funding process, are conducted on the web (applications posted for committee review). Staff continues to expand this site.

Newsletters. The MRMPO produces newsletters periodically, seeking to time publications to important events and opportunities for the public to participate in an event or comment on a pending action. Copies are distributed to libraries and city halls around the region, mailed to addresses on transportation-related mail lists, and distributed at meetings.

Fact Sheets, Brochures. These are typically single topic communication pieces that address a subject in depth for deeper public understanding. They are used at Open House sessions to provide participants with background for discussion and comment, and available in the public information display in the RVCOG lobby.

Feedback Forms. Simple, one-page questionnaires can elicit public attitudes about a variety of subjects. These forms should be designed to include guided comments (direct questions to which the MRMPO seeks comments) and open-end questions that encourage respondents to describe their concerns.

Visualization Techniques. As much as possible the MRMPO should use maps, charts, photographs and interactive tools to engage the public. Visual cues may tell the story more quickly than paragraphs of information, and can be used with written material to give the public a more thorough picture of an issue or debate. Visualization techniques should be incorporated into other tools listed in this section whenever possible, i.e.

photographic posters at Open Houses illustrating Smart Growth concepts, plan maps printed as fact sheets, and diagrams of possible improvements.

Open Houses. These informal sessions use visualization techniques to foster discussion and elicit comment from all segments of the community including agency staff, public and elected officials. Open Houses are held in conjunction with RTP and TIP updates, as well as major planning studies. They are widely advertised.

Committee Meetings. Efforts are made to schedule meetings of the two standing committees and ad hoc committees at convenient times and locations as determined in consultation with committee members. Meetings are advertised in newspaper display ads and agendas are mailed to an interested-parties list. Meeting materials are posted on the web site. Oregon Public Meetings Law requires that all meetings of governing bodies be noticed in advance, be open to the public, be held in an accessible location, and the minutes be published.

Comment Periods. Legal Advertising. Formal public comment periods are initiated for draft UPWP, RTP, TIP and Air Quality Conformity Determination, Public Participation Plan and major funding decisions. All comment periods are 30 days, except for the Public Participation Plan's 45 day review period, and 21-day review period for amendments to adopted plans and programs. Public hearings and initiation of comment periods are advertised in the Legal Notices section of the Daily Courier (newspaper of record), Grants Pass, OR, and the Rogue River Press. Additional advertising may be purchased. All comments received are retained in the project record.

Public Hearings. The Policy Committee conducts public hearings for plan and program updates and other key funding decisions. All public hearings are advertised at least 30 days in advance (*see Comment Periods above*).

Press Releases. Project milestones and key opportunities for public input may be described in press releases sent to all news media in the region (print, radio and television).

Display Advertising. Meetings and other key events are announced in newspaper ads. The MRMPO attempts to obtain prominent placement in Sunday and other editions.

6. Public Participation Implementation & Documentation

The MRMPO is responsible for coordinating a collaborative transportation planning process for the region. All interested parties must be included, including those who are traditionally underserved by the transportation system and services. This section of the plan addresses the core metropolitan planning activities and responsibilities, focusing on how the public participates in their production.

A. MPO Work Products and Public Participation

There are four core work products that an MPO is responsible for producing and keeping up to date on a regular schedule. Those products and the public participation in each are discussed below.

- 1) **Unified Planning Work Program (UPWP).** Produced annually, the UPWP lists all planning tasks and studies the MPO will undertake during the year. Both MRMPO standing committees discuss and propose planning tasks. Staff conducts additional consultation with agencies and interested parties as necessary. Policy Committee holds a public hearing on the draft UPWP after a 30-day comment period. Fact sheets and other information may be produced by staff as necessary. A record of comments received and responses is kept on file, reported to committees, posted on the web site, and may be incorporated into the final plan.
- 2) **Regional Transportation Plan (RTP).** Updated every four years, the RTP is a long-range (20-year) plan that contains the region's goals and policies, projects, funding forecasts, strategies, and projected demands on the transportation system. Advisory committees discuss the plan update over several meetings. The MRMPO hosts two open house sessions, a 30-day comment period and public hearing. Comments received will be responded to and included in the final document. The draft RTP, and supporting White Papers and other research, as needed, is posted on the website and mailed to interested parties. Open house meetings are advertised in the newspaper, on the website and by mailing to individuals and organizations on transportation mail lists. Staff conducts outreach including community presentation
- 3) **Transportation Improvement Program (TIP).** Updated every four years, the TIP is the short-range listing of financially constrained (funded) projects to be

undertaken in the coming four years. Projects in the TIP are incorporated into the Statewide Transportation Improvement Program (STIP). Public process for the TIP is the same as, and conducted concurrently with, the RTP update. The TIP and all major amendments are subject to a comment period (30-day for program adoption, 21-day for major amendments) and a public hearing. A record of comments received is kept on file with responses, reported to committees, posted on the website, and may be incorporated into the final plan.

- 4) Air Quality Conformity Determination (AQCD).** The MRMPO is required to show through the AQCD that both the RTP and the TIP conform to federal Clean Air Act standards. The determination process is technical in nature, but the findings are subject to public review during the activities described above for the RTP and TIP. A record of comments received will be kept on file with responses, reported to committees, posted on the website, and may be incorporated into the final plan.

MRMPO Public Participation Plan

The Public Participation Plan is subject to periodic review, evaluation and updating. The plan is maintained to meet federal requirements for public involvement in metropolitan planning and Oregon Public Meetings and Public Records Law. Furthermore, the MRMPO covers a growing region where the public has demonstrated an interest in the state of transportation facilities and services. MRMPO staff should periodically review the Public Participation Plan with an eye toward augmenting tools and procedures.

Evaluation is an integral part of public involvement, and is discussed in the section *Evaluating Public Participation Plan & Activities*. Updates that follow an evaluation will be posted on the web site, review by the TAC, advertised in the newspaper, and publicly discussed to encourage both comments on proposed amendments and suggestions for additional amendments. There will be a 45-day comment period prior to public hearing by the Policy Committee. Comments received will be responded to and included in the final document.

MRMPO Discretionary Funding

The MRMPO coordinates the allocation of funds from two significant federal sources: Surface Transportation Program (STP) and Congestion Mitigation and Air Quality (CMAQ) program. Jurisdictions submit applications, based on the goals, priorities and projects in their state Transportation System Plans (TSP). All TSPs in the region are periodically updated and those updates include a public participation component, which typically includes a citizen advisory committee. Additionally, MRMPO applications ask jurisdictions to provide information about public participation in the project for which federal funds are sought. Applications are posted on the web for comment, along with guidelines and criteria. A record of comments received during a 30-day comment period will be kept on file with responses, reported to committees and posted on the web site.

7. Evaluating Public Participation Plan & Activities

Federal Metropolitan Planning guidelines require a periodic review of the effectiveness of public involvement processes. MRMPO will review the public involvement process and activities to ensure that all interested parties, including transportation stakeholders and traditionally underserved groups, have opportunity to provide input.

Evaluation is key to any plan update. The evaluation should fit the activity. It can be a debriefing at the staff level, identifying elements that worked well and developing improvements. Evaluation questions should be incorporated into public comment forms distributed at events. Also, surveys can be conducted to solicit input. Surveys, like feedback forms, are a way to get evaluation feedback on either an event or an ongoing program from a targeted or randomly selected group. Surveys can be conducted using a statistically valid method, or can be more informal questions posed to gather a sounding from the public. Surveys may be conducted in person, by phone, mail or email.

A variety of sources may be used for evaluation, including:

- Telephone comments;
- Citizen letters;
- Internet E-mail;
- Newsletter questionnaires;
- Questions and comments made in meetings, workshops and displays;
- Focus group comments; and
- Comments from advisory committees.

Responses will be tracked demographically and geographically by zip code to ensure that target audiences are being contacted. If certain areas are found to be underserved, MRMPO will target these areas for increased outreach to provide those citizens with opportunity to participate. In addition, periodic surveys will provide a mechanism for measuring the effectiveness of the public involvement process.

Appendices

Appendix A: Glossary, Acronyms and Some Common Transportation Terms

AQCD Air Quality Conformity Determination: Finding based on analysis showing that plans, programs and projects comply with Clean Air Act standards. The MRMPO area is regulated for carbon monoxide (Medford) and particulates.

FHWA: Federal Highway Administration

MPO Metropolitan Planning Organization: Required by federal law in urban areas over 50,000 population, and designated by the governor, MPOs consist of local jurisdictions that collaborate to fulfill federal requirements for long- and short-range, regional, multimodal transportation planning.

Policy Committee: The MRMPO's decision making body; made up of member jurisdiction representatives.

PPP Public Participation Plan

RTP Regional Transportation Plan: Long range, multimodal plan for regional transportation needs.

TAC Technical Advisory Committee: MRMPO committee of member jurisdictions' planning and public works representatives. Makes recommendations to the Policy Committee.

TIP Transportation Improvement Program: Federally required, short-range multi-modal list of the region's projects for the coming four years.

TSP Transportation System Plan: A state-required long-range plan for municipal multi-modal transportation networks generally incorporated into comprehensive land use plans. Must be consistent with the RTP and TIP.

UPWP Unified Planning Work Program: Federally required plan for projects and studies to be undertaken by the MPO for the year.

About this Document

The Public Participation Plan was adopted by the MRMPO Policy Committee after a public hearing on June 19, 2014, in Grants Pass, to meet requirements of the federal transportation act, Moving Ahead for Progress in the 21st Century (MAP-21). The MRMPO's Technical Advisory Committee recommended adoption after review of draft plans and suggesting changes. This Plan incorporates suggested changes from staff and TAC, and was open for a 45-day comment period, which is required by federal laws for plans of this type of decision.

The Plan updates MRMPO Public Involvement Plan. There were two aspects of the update process: drafting specific policies for MPO public participation; and consultation required during the drafting of the plan.

Regarding specific policies required by MAP-21, the MRMPO staff prepared the plan to comply with MAP-21. After review by the Technical Advisory Committee on April 3, 2014, staff completed the draft plan, which was open to public comment from May 6, 2014 to June 18, 2014. No additional public comments were received.

In addition to review by MRMPO committees, special outreach was initiated during the comment period for interested parties including citizens, affected public agencies, representatives of transportation agency employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transit, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of persons with disabilities, agencies or entities responsible for safety/security operations, providers of non-emergency transportation services receiving financial assistance from a source other than title 49, U.S.C. Chapter 53, and other interested parties. Outreach activities included:

- Legal Notice of 45-day public comment period May 6, 2014 to June 19, 2014, published on May 6, 2014, and public hearing, published in the Grants Pass Daily Courier, xxx xx xxxx;
Posted draft on MRMPO web site xxx xx, xxxx; revised draft on xxx xx, xxxx
- Technical Advisory Committee, presentation and discussion on April 3, 2014;

Attachment F

Service Standards for Title VI Compliance – 2014

The FTA requires all providers of fixed route public transportation to develop qualitative policies for the following procedures:

- Vehicle Assignment
- Transit Amenities

The FTA requires all providers of fixed route public transportation to develop service standards for the following particulars:

- Vehicle load for each mode
- Vehicle headway for each mode
- On-time performance for each mode
- Service availability for each mode

Policies

Vehicles are assigned to each route, fixed and commuter, based on vehicle size and available seats. The minimum number of seats can be no less than the average passenger load. Low floor vehicles are assigned to routes 1) with the highest number of disabled riders; 2) the highest passenger loads.

Transit amenities currently fall into three categories; 1) shelters, 2) Simme Seats and 3) Trash receptacles. Shelters are placed based on passenger use, passenger need and passenger max loads at transfer points. Simme Seats are distributed and placed based upon passenger request, passenger use and known need for seating by elderly and disabled passengers. Trash receptacles are placed based on overall stop usage and overall tendency to generate trash.

Service Standards

Vehicle loads will not exceed a ratio of 1.7 of overall seated capacity for all fixed route services. This is expressed in peak and off peak times.

Vehicle headway will not be less than 60 minutes, all day, for any fixed route service. Commuter fixed route service will be maintained at a minimum of three runs per day.

On time performance is expressed as no more than 1 minute early and 7 minutes late at the listed origin and final destination of each route. This standard will be maintained 95% of the time during all service hours. A total of 99% of all runs for all fixed route services will be completed.

Service availability will be established signed stops of no more than 1760 feet interval for any route operating within the UGB of Grants Pass. Commuter runs will have a service of availability of stops, at a minimum, of every established community along the route. At a maximum stops at no closer of a distance to violate the definition of “commuter” services.

Appendix G

Josephine County – Transit Service Changes/Transit Fare Changes

PURPOSE:

The Federal Transit Administration (FTA) Circular 4702.1B, “*Title VI Requirements and Guidelines for Federal Transit Administration Recipients*” require that all FTA recipients evaluate an fare change of any major service change, during the planning programming stages.

When planning any fare change or any service change, Josephine County shall consider if any adverse effect would occur as a result of the fare change or service change. The County shall consider the degree of adverse effects (if any), analyze those effects and discuss any necessary minimization and/or mitigation that need to be considered as a result of the proposed fare change or major service change. The fare change and service change protocol defines thresholds for determining whether potential fare and service changes will have an adverse effect based on possible:

- Disparate Impact(s) – as determined by an analysis of race, color, or national origin within the service area
- Disproportionate Burden(s) – as determined by an analysis of low-income populations within the service area

REQUIREMENTS:

a) Fare Changes:

A public hearing must be held if there is any fare change to any of the public transit services (fixed route, commuter route, demand response or DD). For changes to any existing fares the FTA requires JCT to conduct a Fare Equity Analysis for all proposed fare changes.

b) Major Service Changes:

A public hearing must be held if there is any service change to any of the public transit services (fixed route, commuter route, demand response or DD). For all service changes the FTA requires JCT to develop guidelines and thresholds for what is considered a “major” service change to be. For major service changes the FTA requires JCT to conduct a Service Equity Analysis, which includes an analysis of adverse effect relating to possible disparate impacts and disproportionate burden.

A major service change is defined as any change in service that would add or eliminate more than:

- 1) Any individual run(s) of any given route
- 2) Any reduction in mileage of any given run for any given route

EXEMPTIONS

The major service change thresholds exclude any changes to service that are caused by the following:

- Initiation/Discontinuance of temporary or demonstration services – The initiation of discontinuance of a temporary transit service of demonstration services that will be or has been in effect for less than one year.
- Initiation of discontinuance of any promotional fares
- Natural or catastrophic disasters – forces of nature, or other natural disasters or human caused catastrophic disasters that may force the suspension of transit service for public safety or technical events
- Temporary route detours – A short term change to a route caused by road construction, routine road maintenance, road closures, emergency road conditions, fiscal crisis, civil demonstration or any uncontrollable circumstance

PUBLIC NOTICE REQUIREMENTS:

Prior to the implementation of any fare or major service change that falls within the levels established above, notices of public hearing will be published in the newspaper of general circulation in the urbanized area. Notice will also be posted in all vehicles notifying the riding public of the proposed change. Notice will also be posted on the Transit section of the County web site. One notice will be published prior to the initial public hearing at the Special Transportation Advisory Committee and a second will be published prior to the public hearing at the Josephine County Board of County Commissioners. The notices will contain the description of the contemplated fare change or major service change, as appropriate, and the time, place and date of the public hearings. Any interested citizen may address the advisory committee and/or the governing body related to the proposed fare or service change.

Attachment H

YOUR CIVIL RIGHTS

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs & activities receiving Federal financial assistance [42 U.S.C. Section 2000d].

JCT is committed to practicing non-discrimination. If you believe you have been subjected to discrimination you may file a complaint with the Josephine County Title VI Coordinator.

For more info visit us on the web at www.co.josephine.or.us and click on Transit or call the Title VI Coordinator at 541-474-5222

Attachment I

Josephine County Administrative Policies & Procedures

Adopted: August 27, 2008
Effective: August 27, 2008
Revised: June 7, 2011

Chapter G
Risk Management
Policy G - 14

SUBJECT: Nondiscrimination under Title VI of the Civil Rights Act of 1964

1.0 Purpose

The purpose of this policy is to set forth the County's policy on compliance with Title VI of the Civil Rights Act of 1964, as set forth in 49 CFR Part 21.

2.0 General Policy

No person shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, any County program or activity.

3.0 Policy Guidelines/Procedures

3.1 Specific discriminatory actions prohibited:

- A. Josephine County, its officers, agents, employees, and volunteers may not, directly or through contractual or other arrangements, on the grounds of race, color, or national origin:
- 1) Deny a person any service or other benefit provided by the County;
 - 2) Provide any service or other benefit to a person which is different, or is provided in a different manner, from that provided to others under the County program;
 - 3) Subject a person to segregation or separate treatment in any matter related to the receipt of any service or benefit provided by the County;
 - 4) Restrict a person in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service or other benefit provided by the County;
 - 5) Treat a person differently from others in determining whether the person satisfies any admission, enrollment, quota, eligibility, membership, or other requirement or condition that persons must meet in order to be provided any service or other benefit provided by the County;
 - 6) Deny a person an opportunity to participate in a County program through the provision of services or otherwise or afford the person an opportunity to do so which is different from that afforded others under the program: or

- 7) Deny a person the opportunity to participate as a member of a planning, advisory, or similar body which is an integral part of a County program.
- B. In determining the site or location of any County facilities or programs, the County may not make selections with the purpose or effect of excluding persons from, denying them the benefits of, or subjecting them to discrimination on the grounds of race, color, or national origin.
- C. Any person who is, or seeks to be, a patron of any County public bus or vehicle shall be given the same access, seating, and other treatment with regard to the use of such bus or vehicle as other persons without regard to their race, color, or national origin. No person shall be discriminated against with regard to the routing, scheduling, or quality of service of transportation services furnished by the County on the basis of race, color, or national origin. Frequency of service, age and quality of vehicles assigned to transit routes, quality of stations serving different routes, and location of routes may not be determined on the basis of a person's race, color, or national origin.
- D. No person who is, or seeks to be, an employee of the County shall be treated less favorably than any other employee or applicant with regard to hiring, dismissal, advancement, wages, or any other conditions and benefits of employment, on the basis of race, color, or national origin. The County shall not, directly or through contractual or other arrangements, subject a person to discrimination on the grounds of race, color, or national origin in its employment practices (including recruitment or recruitment advertising, hiring, firing, upgrading, promotion, demotion, transfer, layoff termination, rates of pay or other forms of compensation or benefits, selection for training or apprenticeship, use of facilities, and treatment of employees).

3.2 Assurances

- A. Every application for Federal financial assistance to which 49 CFR Part 21 applies shall contain or be accompanied by an assurance that the program will be conducted in compliance with all requirements of Title VI of the Civil Rights Act of 1964. County Program managers shall submit annual assurances to the appropriate agency.

3.3 Compliance

- A. Compliance reports. County Program Managers shall maintain complete, accurate compliance records and submit them to the appropriate federal agency as required for grant administration. Unless otherwise required by the particular grant, compliance records shall include:
 - 1. Racial and ethnic data showing the extent to which members of minority groups are beneficiaries of County programs receiving Federal financial assistance.

A list of any active investigations conducted by any federal agencies, including the date of the investigation, a summary of the allegation, the status of the investigation, and any action taken by the County in response to the investigation.

- a. A list of any lawsuits or complaints against the County that allege discrimination on the basis of race, color, or national origin, including the date the lawsuit or complaint was filed, a summary of the allegations, the status of the lawsuit or complaint, and actions taken by the County in responses to the lawsuit or complaint.
- B. Subrecipients. If the County extends Federal financial assistance to any sub-recipient, each sub-recipient shall submit such compliance reports to the County as necessary to enable the County to carry out its obligations under this policy.
- C. Access to Information. The County and all sub-recipients shall permit access by the appropriate federal agency and its agents, during normal business hours, to its books, records, accounts, and other sources of information, and its facilities as may be pertinent to ascertain compliance with this policy. If any information required by the County or a subrecipient is in the exclusive possession of any other agency, institution, or person, and such agency, institution, or person fails or refuses to furnish this information, then the County or sub-recipient shall so certify in its report and shall set forth what efforts it has made to obtain the information.
- D. Information to Public. The County shall provide notices and information to the public to apprise them of the protections against discrimination assured under Title VI of the Civil Rights Act of 1964.
 - 1. Transit Program: Josephine County Transit shall make available such information to the public on the County's web site, on signs posted on all buses and in the Transit Program office, and on bus schedules and brochures.

3.4 Meaningful Access to Limited English Proficient (LEP) Persons.

- A. The County shall provide meaningful access and information about the County's programs and services for individuals who are Limited English Proficient (LEP) as required under Title VI of the Civil Rights Act of 1964.
 - 1. Transit Program: The Transit Program shall provide assistance for persons who are Limited English Proficient as follows:
 - a. The Josephine County Transit's web site, bus schedules, and brochures shall be available in English and in Spanish.
 - b. All transit drivers and dispatchers shall carry "Basic Spanish for Transit Employees" from the Colorado DOT, and shall refer to this as needed.
 - c. The Josephine County Transit Program Manager shall conduct public outreach activities to ensure that Limited English Proficient riders have access to services as well as information they may need. If the Transit Program Manager identifies language groups other than Spanish who need

assistance in their language. then the Transit Program Manager shall arrange to provide appropriate instructions, in their language, on how to use the public transit system and any other information needed,

3.5 Manager Responsibility

Program Managers, Department Heads, and Elected Officials shall:

- A. Ensure that there are no barriers to service or accommodation that would prevent public usage or access to County programs and services;
- B. Train subordinates as to what constitutes discrimination and barriers to access;
- C. Take prompt and appropriate action to avoid and minimize the incidence of any form of discrimination;
- D. Notify the Title VI Complaint Coordinator, in writing, of the circumstances surrounding any reported allegations of discrimination no later than the next business day.

3.6 Complaints and Appeal Process

- A. Title VI Complaint Coordinator: The Title VI Complaint Coordinator for Josephine County shall be the County Risk Manager. or designee. who shall investigate and process complaints about violations of civil rights.
- B. Complaints must be filed within 180 days of alleged discrimination.
- B. Contents of Complaint: Complaints should contain:
 - 1. Name, address. telephone number of person making the complaint:
 - 2. A statement of what happened, when. and where:
 - 3. Names of any witnesses;
 - 4. A statement of the desired result or outcome.
- C. Filing of Complaint. Complaints may be filed by either employees or by members of the public.
 - 1) By Employees: Employees may take complaints from members of the public. Employees shall then forward the complaint to the Title VI Complaint Coordinator, who shall process and assist in responding to the Complaint.
 - 2) By Members of the Public: Any person who feels that he or she has been discriminated against. or whose accommodation request or access to programs or services has been denied, may file a complaint with the appropriate County Program Manager by mailing or submitting a written complaint to the Program

Manager, or by telephoning or emailing the appropriate department, division or program.

a) Transit: Complaints may made to:

Scott Chancey, Transit Program
Supervisor
201 River Heights Way
Grants Pass, OR 97527
(541) 474-5441
schancey@co.josephine.or.us

D. Investigation. The Program Manager, with the assistance of the Title VI Complaint Coordinator and County Legal Counsel, shall investigate the complaint and shall make a written determination as to whether discrimination occurred or access was denied. The investigation of the complaint shall include, but not be limited to, details of the specific incident, frequency and dates of occurrences, and names and information of any witnesses.

E. Resolution of Complaint: The complainant shall be notified of the resolution. The written report shall be confidential. The resolution of the complaint shall be public record.

F. Appeal. If the complainant is not satisfied with the resolution of the complaint, the complainant may appeal. The appeal or request for review must be submitted to the Title VI Complaint Coordinator, in writing, within thirty (30) calendar days of the written resolution of the complaint. The appeal shall include the complainant's name, address, and telephone number, and include a statement of the reasons why the complainant believes the resolution of the complaint was inappropriate.

1) Meeting: The Board of Commissioners shall schedule a mutually agreed-upon time and place for a review meeting with the complainant and/or representatives within thirty (30) days of receipt of the request. At the meeting, the complainant may submit documents or other information to be included with the record and to be considered in the review process. A record of the review meeting shall be maintained by the Board of Commissioners for a period of three (3) years.

2) Disposition: After the meeting, the Board of Commissioners shall make a written disposition of the complaint in accordance with one of the following:

i) Sustained Complaints: If the Complaint is substantiated, this policy prohibiting discrimination shall be reviewed with the appropriate employee. Appropriate disciplinary action and/or training shall be taken in accordance with appropriate disciplinary procedures.

ii) Unsustained Complaints: If there is insufficient evidence to either prove or disprove the allegations, the complainant shall be informed of the reasons for this disposition.

- iii) Unfounded Complaint: If it is determined that an act reported pursuant to this policy did not in fact occur, a finding of unfounded shall be made.
- iv) Exonerated Complaints: If it is determined that an act reported pursuant to this policy did in fact occur, but was lawful and proper within the guidelines established herein, a finding of exonerated shall be made.

G. The rights provided under this policy are not exclusive and are in addition to any other rights and remedies provided by law. The right of a complainant to a prompt and equitable resolution of the complaint shall not be impaired by the pursuit of other remedies, such as filing a complaint with the appropriate federal agency, or the filing of a suit in state or federal court. The use of this procedure is not a prerequisite to the pursuit of other remedies.

3.7 **General**

- A. If any provision of this policy violates state or federal law, including but not limited to Title VI of the Civil Rights Act of 1964, 49 CFR Section 21, ORS 244.175, or ORS 659A.309, as amended, such state or federal law shall control.
- B. Employees shall contact their supervisor or the Human Resource Office if there are any questions as to the application of this policy.