



2023 REGIONAL TRANSPORTATION PLAN

Public Engagement and Non-discrimination Certification and Documentation for projects submitted in the 2023 Regional Transportation Plan Call for Projects

Purpose

This form provides documentation and a description of the public engagement opportunities that have been provided by project sponsors during the planning and development of projects submitted in the 2023 Regional Transportation Plan (RTP) call for projects. Completion of the form declares that the project sponsors have provided adequate opportunities for public engagement during the development of plans and projects, including identifying and engaging marginalized communities, including people with low income, people with disabilities, people with limited English proficiency, and Black, Indigenous and other people of color.

Metro retains these forms to demonstrate compliance with federal (U.S. Department of Transportation, Federal Highways Administration and Federal Transit Administration) and state (Oregon Department of Transportation) guidance on public engagement and on Title VI of the Civil Rights Act and other civil rights requirements (see [FTA Circular 4702.1B](#) and Code of Federal Regulations [450.210](#) and [450.316](#)). Documentation of the local actions described in this form may be requested by federal or state regulators.¹

One form must be completed for the list of projects submitted by each nominating agency for the 2023 RTP. Metro will use the information provided to document and describe the array of public engagement opportunities that contributed to the development of the 2023 RTP. All or parts of the completed form may be included in the 2023 RTP public engagement report.

For questions, contact Ally Holmqvist, Senior Transportation Planner at ally.holmqvist@oregonmetro.gov

Overview of Instructions

1) Complete this form for all projects and programs submitted to 2023 RTP.

- **Section A:** Public Engagement Checklist
- **Section B:** Signed Certification Statement
- **Section C:** Documentation of Source(s) of Projects Submitted
- **Section D:** Summary of Engagement (*for NEPA projects only*)

2) Submit list of projects for 2023 Regional Transportation Plan

3) Submit letter of endorsement from your governing body (e.g., city council, board, commission) for all projects submitted

4) Ensure records are retained by your agency in accordance with instructions in this form

¹ If such a request is unable to be met, the Regional Transportation Plan itself may be found to be out of compliance, requiring regional corrective action.

Instructions

By February 17, 2023, nominating agencies must fill out each section of this form and submit the completed form to Metro along with the list of projects submitted to the 2023 RTP.

By May 24, 2023, nominating agencies must submit a letter of endorsement from their governing body indicating support for the projects submitted to the 2023 RTP.

Nominating agencies must keep referenced records on file in case of a request for information.

Section A: Public Engagement Checklist

The checklist in this section outlines federal and state Title VI and engagement requirements for transportation planning and project development. By checking each box, project sponsors are confirming that the submitted projects have met the associated requirements to support Title VI and engagement compliance for the 2023 RTP. The type of records that should be retained are listed where appropriate. These do not need to be submitted to Metro, but must be retained by project sponsors as described above. The completed checklist may be included in the final 2023 RTP public engagement report.

Section B: Signed Certification Statement

By signing this section, project sponsors certify:

- (1) That projects submitted to the 2023 RTP comply with federal and state Title VI and engagement requirements;
- (2) their commitment to retaining records documenting this compliance; and
- (3) their commitment to conducting future project development processes for projects in the RTP that are compliant with federal and state Title VI and engagement requirements.

Section C: Documentation of Source(s) of Projects Submitted

In this section, project sponsors provide a list of (1) the adopted local transportation system plans, subarea plans or strategies, topical plans or strategies, modal plans or strategies, transit service plans or any other such plans or studies that were developed with opportunities for public feedback, in which the submitted projects are included and where additional information on public engagement may be found; and, if needed, (2) information for plans, strategies, etc. that are not yet adopted, but are anticipated to be adopted through a public process prior to the adoption of the 2023 RTP.

Section D: FOR NEPA PROJECTS ONLY - Summary of non-discriminatory, inclusive engagement for NEPA projects

In this section, project sponsors provide additional information on public engagement elements and activities that illustrate how requirements are being met and best practices that are being utilized for any projects subject to the [National Environmental Policy Act](#) (NEPA). These are typically large-scale, major projects, anywhere from \$100 to 500 million in cost ([CFR 40 1508.18](#)), may be constructed in multiple phases, have a high level of public, legislative or congressional interest and require more extensive public outreach and engagement. Completed summaries may be included in the final 2023 RTP public engagement report

Letter of Endorsement Signed by Governing Body – Due May 24

A letter of endorsement from your governing body that indicates support for projects submitted to the 2023 RTP must be provided to Metro.

Requirements for Retention of Records

Records should be retained until the related local transportation system plan, subarea plan or strategy, topical plan or strategy, modal plan or strategy, transit service plan or other plan or study is superseded, or the submitted projects have been completed or removed from the RTP plus six years. Retained records do not have to be submitted unless requested by Metro, state regulators or federal regulators.

Section A. Public Engagement Checklist for Projects Submitted

This checklist outlines federal and state Title VI and engagement requirements for transportation planning and project development. By checking each box, project sponsors are confirming that the submitted projects have met the associated requirements to support engagement compliance for the 2023 RTP.

Project Sponsor Agency: _____

Total number of projects submitted in 2023 RTP Call for Projects: _____

- All projects submitted in the call for projects are included in one or more of the documents listed in Table 1 in Section C of this form.

***Retained records:** Copies of all documents listed in Section C.*

OR

- Not all projects submitted in the call for projects are included in one or more of the documents listed in Table 1 in Section C of this form. These projects are listed in Table 2 in Section C of this form.

- The nominating agency or governing body has adopted a Title VI Plan and administrative procedures to implement it in compliance with Federal Title VI of the Civil Rights Act and implementing regulations.

- Projects submitted for the 2023-30 implementation timeframe have conducted, or will conduct, documented project-specific public engagement and analyzed potential inequitable impacts for Black, Indigenous and other people of color, people with limited English proficiency and people with low income compared to those for other population groups.

***Retained records:** Documentation of public engagement activities.*

- Projects submitted for the 2031-45 implementation timeframe have conducted, or will conduct, project-specific public engagement and analyze potential inequitable impacts for Black, Indigenous and other people of color, people with limited English proficiency and people with low income compared to those for other population groups.

***Retained records:** Documentation of public engagement activities.*

- A public engagement plan was developed for each of the plans, strategies, etc., listed in Table 1 of Section C, in compliance with Federal Title VI of the Civil Rights Act of 1964 and implementing regulations, including the following (check all that are true):
 - A statement of non-discrimination.
 - Public notices were published and requests for input were sent in advance of the project start, engagement activity or input opportunities.
 - Timely, convenient and accessible forums for public input throughout the process. These forums included accommodations for people with disabilities (e.g., screen reader-compatible materials, ASL interpretation), people with limited English proficiency (e.g., translation) and other accommodations (e.g., hybrid meetings).
 - Interested and affected groups were identified, and contact information maintained, in order to share plan information; updates were provided for key decision points; and opportunities to engage and comment were provided throughout the process.
 - Efforts were made to engage marginalized populations, including Black, Indigenous and other people of color, people with limited English proficiency, people with low income, people with disabilities, older adults and youth. Meetings or events were held at times and locations that are convenient and accessible for marginalized populations with access to transit. Language assistance was provided, as needed, such as translation of key materials, use of a telephone language line service to respond to questions or take input in different languages, and interpretation at meetings or events.
 - During project and/or plan development, a demographic analysis was completed to understand the locations of Black, Indigenous and other communities of color, people with limited English proficiency, people with low income and, to the extent reasonably practicable, people with disabilities, older adults and youth in order to include them in engagement opportunities, at the minimum consistent with Title VI requirements.
 - Analysis was conducted to document potential inequitable impacts for Black, Indigenous and other communities of color, people with limited English proficiency and people with low income compared to those for other residents.
 - Public comments were considered throughout the process, and comments received on the staff recommendation were compiled, summarized and responded to, as appropriate.
 - Adequate notification was provided regarding final adoption of the plan, including how to obtain more detailed information, at least 15 days in advance of adoption. Notice included information on providing public testimony.

Retained records: Public engagement plans and documentation of each element that is checked.

- One or more projects or programs included in the submitted list identified potential inequitable impacts through demographic analysis and public outreach. If box is checked, list each project and describe the response to identified potential inequitable impacts.
 1. RTP # (if assigned)

Project name:
Project description:

Response to potential inequitable impacts:

2. RTP # (if assigned)

Project name:
Project description:

Response to potential inequitable impacts:

3. RTP # (if assigned)

Project name:
Project description:

Response to potential inequitable impacts:

4. RTP # (if assigned)

Project name:
Project description:

Response to potential inequitable impacts:

5. RTP # (if assigned)

Project name:
Project description:

Response to potential inequitable impacts:

6. RTP # (if assigned)

Project name:
Project description:

Response to potential inequitable impacts:

Retained records: Summary of comments, key findings and changes made to final staff recommendation or adopted plan to reflect public comments (may be included in retained public engagement reports or legislative staff reports).

Section B. Signed Certification Statement – 2023 Regional Transportation Plan

By signing this section, project sponsors certify:

- (1) that projects submitted to the 2023 RTP comply with federal and state Title VI and engagement requirements;*
- (2) their commitment to retaining records documenting this compliance; and*
- (3) their commitment to conducting future project development processes for projects in the RTP that are compliant with federal and state Title VI and engagement requirements.*

_____ (project sponsor agency)
certifies the information provided in Section A of this form is accurate.

As attested by:

_____ (agency manager signature) (name and title)

_____ (date)

Section C. Documentation of Source(s) of Projects Submitted

Projects in the Regional Transportation Plan must come from plans, strategies, or studies developed and adopted through a public process with opportunities for public input. In this section, project sponsors provide a list of (1) the adopted local transportation system plans, subarea plans or strategies, topical plans or strategies, modal plans or strategies, transit service plans or any other such plans or studies, in which the submitted projects are included and where additional information on public engagement may be found; and, if needed, (2) information for projects that were not identified in an adopted plan.

Table 1. Adopted Transportation Plans, Strategies and Studies

Complete this table listing all adopted local transportation system plans, subarea plans or strategies, topical plans or strategies, modal plans or strategies, transit service plans, or other such plans or strategies, in which the submitted projects are identified. Please include the plan, strategy, or study name, the adoption date and link to where the document can be accessed online. Add additional rows, if needed.

Plan name	Date adopted	Link

Plan name	Date adopted	Link

Table 2. Projects Not From an Adopted Plan

Identify any projects that are not from an adopted plan identified in Table 1 above (at the time of the call for projects). Provide the requested project information, a brief explanation as to how the project or program was identified outside of an adopted plan or strategy, anticipated date of approval or adoption, and link to the planning process.

Any projects not from an adopted plan?

- Yes
- No

To be included in the 2023 RTP the plan must be formally approved or adopted by governing body prior to RTP adoption in November 2023.

RTP Project ID (if assigned) and Project Name	Explanation of public process to be used, including links to online information	Anticipated date of approval or adoption

RTP Project ID (if assigned) and Project Name	Explanation of public process to be used, including links to online information	Anticipated date of approval or adoption

Section D. For NEPA Projects Only - Summary of non-discriminatory, inclusive engagement

In this section, the project sponsor provides additional information on public engagement elements and activities that illustrate how requirements are being met and best practices are being utilized for any projects subject to the National Environmental Policy Act (NEPA).

Provide a brief summary describing the engagement approach, practice and processes for each project subject to the [National Environmental Policy Act](#) (NEPA). The summary may be included in the final public engagement report for the 2023 RTP. List the project name and number for each project. Please respond to each of the following:

- Project name:
- RTP Project ID#:
- Project sponsor and agency partner(s):
- Brief description of the overall public engagement process, including time period:

- Description of compliance with Title VI and Oregon [Goal 1: Citizen Involvement](#) and Goal [12: Transportation Planning](#) Administrative Rules, including:
 - Description of how the community has been involved to date and how community will continue to be involved through project design and/or development, including Black, Indigenous and other people of color, people with limited English proficiency and people with low income:

- How input helped shape project or plan development and prioritization, including what changes came about because of community input particularly for Black, Indigenous and other people of color, people with limited English proficiency and people with low income; and what community stability and anti-displacement strategies have been or will be considered and included in the project and/or plan development.

- Any additional best practices that contributed to equity, transparency, and accountability: