

Public Participation Plan

Executive Summary

Adopted by Policy Board March 7, 2024

PLANNING THE WAY WE MOVE



Executive Summary

The Capital Region Transportation Council (Transportation Council) developed this Public Participation Plan to state its guiding principles to public participation in the metropolitan transportation planning process. Drawn from both legal requirements and lessons learned from prior outreach and engagement, they are realistic and are also aspirational. The Transportation Council will craft a public involvement process that is:

Continuous: Engagement should result in community contributions in the earliest stages of, and throughout, a project, study, or other planning activity. Community contributions should be part of an ongoing relationship outside of the specific planning activity.

Thorough: Engagement should be comprehensive, providing many options for how a person can be notified and get involved, with consideration for how an array of different modes of engagement can reach as broad an audience as possible.

Inclusive: Engagement should encourage diverse viewpoints and values to be integrated into the decision-making processes, incorporate community-initiated efforts into planning processes, proactively incorporate a broad representation of the community, and use engagement methods that are responsive and accommodating to a broad spectrum of the community, particularly those historically underserved in transportation planning.

Effective: Engagement should *demonstrate* broad reach, representation, and contribution to the decision-making process. Engagement should be evaluated to assess effectiveness and bold, innovative, and/or creative strategies or methods are encouraged to improve efforts.

Public Participation in the Transportation Council Planning Process

To implement the goals of this plan, the Transportation Council will develop an activity-specific Public Involvement Plan (PIP) for each of its core planning activities and studies funded through the Community Planning/Linkage Program. Each PIP will detail how the goals of this Public Participation Plan will be met throughout the planning activity. The PIP will also account for the specific context and circumstances of the planning activity and how the goals of this policy will be affected. The PIP will include [engagement methods](#) that are suited to the context and conditions of the planning activity.

The Transportation Council's core planning activities, which are a required function of the federally funded regional transportation planning process, have a [process to be officially adopted](#). Typically, the activity must be recommended by the Transportation Council's Planning Committee and adopted by the Policy Board. Leading up to adoption, the public will have the opportunity (minimum of 25 days) to review the documents under consideration.

Outreach & Meetings at the Transportation Council

The Transportation Council strives to use a variety of outreach methods to ensure timely, accessible, accurate, and complete information about its policies, programs, events, and activities, including press releases, our [website](#), [newsletter](#), email, and [social media](#).

Additionally, the public is welcome to participate at the [Policy Board](#), [Planning Committee](#), or [advisory committee](#) meetings. See the [calendar of events](#) for dates and times of upcoming meetings.

Ways the public can participate in these meetings:

- **Review meeting agenda and materials** posted on the Transportation Council website one week prior to the meeting.
- **View meetings** which are broadcast live, recorded, and made available on our YouTube Channel.
- **Submit written comments** by calling (518) 458-2161 or emailing info@capitalmpo.org.
- **Register to speak** during the public comment agenda item at the beginning of the meeting, also by calling (518) 458-2161 or emailing info@capitalmpo.org.
- **Requests for aids, services, reasonable accommodations, or oral interpretation** for Transportation Council public meetings, can be made by calling (518) 458-2161 or emailing info@capitalmpo.org at least **48 hours** prior to the meeting.

Evaluation

To understand if the Transportation Council's public participation efforts are effective, it will [evaluate](#) activity-specific [PIPs](#) and conduct an [annual review](#) of overall participation efforts with both [quantitative metrics](#) and [qualitative objectives](#) that reflect how well the goals above were met and any lessons learned.

Disclaimer

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Title VI and Limited English Proficiency Statement

The Capital Region Transportation Council (Transportation Council) is committed to ensuring that no person is excluded from participation in, or denied the benefits of, its metropolitan transportation planning process on the basis of race, color, national origin, gender, age, disability, or economic status, as protected by Title VI of the Civil Rights Act of 1964 and related statutes and regulations. It is also the policy of the Transportation Council to ensure that all programs, policies, and other activities do not have disproportionate adverse effects on minority and low-income populations. Additionally, the Transportation Council will provide meaningful access to services for persons with limited English proficiency. If information is needed in another language, contact 518-458-2161 or send an e-mail to info@capitalmpo.org.

Si se necesita información en otro idioma, llame al teléfono 518-458-2161 o bien enviando un correo electrónico a info@capitalmpo.org.

如欲获得其他语言的相关信息，请联系：518-458-2161，或发送电子邮件至：info@capitalmpo.org。

أو إرسال رسالة بريد إلكتروني إلى 518-458-2161 إذا كنت بحاجة إلى المعلومات بلغة أخرى، فيُرجى التواصل مع الرقم info@capitalmpo.org.



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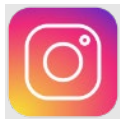
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