


Public Participation Plan Guidance

Overview

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What is our goal with the Public Participation Plan (PPP) guidance?

- Our goal is that the PPP guidance document will help:
 - agencies consider the various related federal regulations and state laws,
 - summarize a collection of PPP requirements,
 - assist in identifying requirements for federal and state planning, public involvement, Title VI, non-discrimination, and open access, and
 - ensure agency PPPs meets the requirements of public participation plans as described in [23 CFR § 450.316](#) and the procedures for Title VI regulations as described in [FTA C 4702.1B](#).

What is a PPP?

This is the document developed by MPOs and RPAs that shows how they will engage the public and interested parties in the transportation planning process while explicitly describing the proactive strategies, procedures, and desired outcomes that underpin the agency's public participation activities.

Is a PPP Required?

Yes, it is. Federal regulations applicable to organizations and entities responsible for the transportation planning and programming process in metropolitan planning areas are required to develop and use a documented participation plan that defines a process for providing interested parties with reasonable opportunities to be involved in the metropolitan planning process ([23 CFR § 450.316](#)).

A PPP is also required by Federal Transit Administration (FTA) Circular 4702.1B.

What will the guidance address for PPP requirements?

It will not cover the universe of public participation requirements.

This guidance document is only meant to cover and outline the public participation *plan* requirements that are specific to the transportation planning and programming process (23 CFR 450.316) and Title VI/LEP (FTA Circular 4702.1B).

PPPs must cover the development of the TIP and LRTP. However, agencies will be highly encouraged to cover public involvement for UPWP, the PPP itself, and PTP.

Title VI and LEP too?

Yes. Public participation and Title VI are related topics. In fact, the Title VI requirements include promoting inclusive public participation, having a PPP, and providing meaningful access to limited English proficient (LEP) persons.

Each MPO, RPA, and transit agency is a recipient of FHWA/FTA funding and is required to take reasonable steps to ensure meaningful access to their programs and activities by LEP persons.

Since one PPP requirement in 450.316 is to discuss efforts to reach underserved individuals, this guidance document will recommend to include the Language Access Plan (LAP) plan as part of the PPP or at the very least, referenced within the PPP.

Did you mention transit agency?

Yes. Both planning and transit agencies must have a PPP to meet FTA Title VI requirements.

Since both agencies have activities that involve requirements to seek public participation, or provide notice to the public, and the PPP is a logical place to document those procedures and processes, we will include basic public transit agency requirements in the PPP guidance document.

What if my organization...

Represents more than one planning agency (e.g. a COG could house an MPO and an RPA)?

Has a planning agency and a transit agency (e.g. a COG could house an RPA and a regional transit service)?

If this is the case for you, a single PPP can be developed if that is the preference. But in doing so, the PPP should be very clear on which agency provides what service to what area, and which agency is being referenced for various procedures and strategies that would be discussed within the PPP.

This might be most effective when the planning and/or transit agencies are housed under the same umbrella agency and serve the same geographic area.

Does a transit agency need to meet all of those requirements referenced to federal transportation planning?

No. While a transit agency is required to have a PPP per Title VI requirements, they are not required to meet the federal transportation planning requirements. However, the guidance document may still be providing useful information for a transit agency as they develop/update their PPP.

The guidance document will include a requirements section structured such that the first section is specific to MPOs/RPAs, the second section outlines items that relate to Title VI for MPOs/RPAs and transit agencies, and the third section discusses transit agency-specific requirements.

PPP Guidance Document

The guidance document is being finalized and we hope to have a draft in your hands soon for your review.

The document will summarize requirements for the development of PPPs and will outline public participation *plan* requirements specific to transportation planning and Title VI.

The PPP guidance will contain:

- Section discussing MPO/RPA-specific requirements.
- Section outlining items related to Title VI and LEP for MPOs/RPAs and transit agencies
- Section discussing transit agency-specific requirements.
- Example PPP outline
- Example content commonly found in existing PPPs
- Links to various federal regulations and resources on public participation, Title VI, and environmental justice guidelines, requirements, toolkits, etc.
- Guidance on analyzing LEP persons with American Community Survey data

Title VI Program – Planning Agency only

Once the PPP guidance is finalized, we will move onto a consolidated FTA/FHWA Title VI Program.

Because planning agencies receive and utilize FTA funds for transportation planning activities in the work programs, an FTA Title VI program is due every three years.

We are developing a unified Title VI template for MPOs/RPAs that covers the various requirements between FHWA and FTA. Hopefully this will create an opportunity for agencies to undertake one effort every three years as well as provide a clearer process and understanding of the roles for submittal, review, and tracking of planning agency Title VI materials.