



Metro

Los Angeles County
Metropolitan Transportation Authority

One Gateway Plaza
Los Angeles, CA 90012-2952

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metro.net

Metro Active Transport (MAT) Program Cycle 1 Public Participation Plan (PPP) Worksheet

Project Name _____

Sponsoring Agency(ies) _____ **Project Category** _____

Project Location _____

Fiscal Year _____ **Submission Date** _____

Contact Name _____

Mailing Address _____

City, State ZIP _____

Email _____ **Phone** _____

Purpose

The purpose of this PPP worksheet is to generate a thoughtful community engagement approach and ensure community participation throughout the project. Once completed, we suggest using this form as a guide to develop a stand-alone PPP for the project.

Instructions

Please complete this worksheet by filling in responses in the boxes below. Provide tables, graphs, maps, and graphics as appropriate at the end of this form. This form includes the following required sections and guiding questions to aid in the responses:

- Overall strategic vision
- Project History
- Schedule
- Anticipated audiences
- Roles and responsibilities of project partners
- Potential local partners
- Event type
- Format for soliciting input
- Equity Considerations

Metro encourages agencies to deploy innovative community engagement techniques and to reach community members who may not have been engaged previously through traditional outreach



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methods. For more ideas on innovative community engagement techniques, please see the References and Helpful Resources section at the end of this form.

Documentation

If changes to the PPP are needed, written approval from Metro is required. Once approved, please revise and resubmit this PPP worksheet to Metro. Please document ongoing public participation activities in the quarterly reports to Metro using narrative description, photos of events, sign-in sheets, boards and materials, etc. Further, a summary of public participation is required at the completion of each phase of work and will be validated against the completed PPP form for the project.

1. Overall Strategic Vision

Describe the public participation goals you intend to achieve through the public participation process.

Guiding Questions:

- Who are the intended users of the facility/project?
- How will community support for the project be demonstrated? What are critical measures of support for your community?



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2. Project History

Describe relevant completed public participation and public process for this project.

Guiding Questions:

- Have there been prior public participation activities associated with the project? Who in the community was engaged and how did they receive the project?
- Have there been prior planning activities associated with the project? What was the outcome (e.g. city council adoption, grant submittal, etc.)?

3. Schedule

Provide a draft timeline of public participation activities. Ensure that community engagement activities occur throughout all phases of the project including construction.



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4. Anticipated Audiences

What audiences are you planning to reach throughout the public participation process for this project? How will groups and individuals be identified?

5. Roles and Responsibilities of Project Partners

What are the roles and responsibilities of the project partners (i.e. other agencies that will have an active role in delivering the project)?



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6. Potential Local Partners

Describe which local stakeholders will be impacted by the project and how they will be engaged directly in the project.

Guiding Questions:

- Who are the relevant or impacted groups, such as community organizations, schools, major employers, key destinations, etc.?
- What processes or procedures will be followed to meaningfully involve these groups?
- Is there a community-based organization that can help advise on community engagement techniques?

7. Event Type

What are the proposed events for this project?

Guiding Questions

- Will people who work non-traditional work hours be able to participate on the days, times, and at the locations of the events?
- What locations or existing fairs or festivals will reach a diverse cross section of the local community?
- Are there unique incentives or giveaways that will draw in community members and encourage more extensive comments?



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8. Format for Soliciting Input

Describe the materials and techniques that will be utilized to reach community members. Indicate how you will reach people who have been hard to reach with traditional outreach methods.

Guiding Questions:

- How will you reach members of disadvantaged communities and non-English speaking populations? For example, the availability of community members should be considered when determining the time and day of an event.
- Are the materials and presentations in languages (written and oral) that participants can read and understand?
- Will parents be able to bring their children or find childcare?



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9. Equity Considerations

In 2018, Metro adopted the [Equity Platform](#) to address transportation inequities throughout Los Angeles County. Access to opportunity is a core concept of decision-making, public investment, and public service. The adopted Equity Platform is built around four pillars: Define and Measure, Listen and Learn, Focus and Deliver, and Train and Grow. How will the public participation process and the project address each pillar listed below?

- a. Define and Measure: “Pursuing an inclusive conversation that commits to: (1) establish meaningful goals around a shared definition of equity – and actions to achieve those goals; (2) define metrics to evaluate outcomes, including investment decisions; (3) ensure consideration at the front end, not the back end; and (4) seek out and involve the diverse range of voices that must collaborate on above.”
- b. Listen and Learn: “Establishing comprehensive, multiple forums to engage the community meaningfully and actively in defining, measuring, and acting on equitable outcomes.”
- c. Focus and Deliver: “Unifies activity with two major crosscutting equity areas: where Metro leads and where Metro partners. This includes leading roles in performance-based investment decisions that advance outcomes to promote and sustain opportunities and avoid outcomes that aggravate disparities in opportunity and partnering roles to tackle issues such as gentrification, displacement, and affordable housing.”
- d. Train and Grow: “Training ourselves and others in two important areas associated with equity: (1) methods to evaluate equity including data collection, measurement and analysis and (2) approaches to effectively communicate and work with communities with priority and respect for equity issues.”



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10. Tables, graphs, maps, and graphics

Please insert tables, graphs, maps, and graphics here.



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References and Helpful Resources

Metro has completed plans that piloted innovative community engagement techniques that you may find useful. We suggest reviewing the community engagement chapters or sections of the following plans. Please click the links below.

- a. [Active Transportation Strategic Plan \(https://www.metro.net/projects/active-transportation-strategic-plan/\)](https://www.metro.net/projects/active-transportation-strategic-plan/)
- b. [Blue Line First/Last Mile Plan \(https://www.metro.net/projects/transit-oriented-communities/blue-line-flm/\)](https://www.metro.net/projects/transit-oriented-communities/blue-line-flm/)
- c. [Foothill Gold Line Phase 2B First/Last Mile Plan \(https://www.metro.net/projects/foothill-gold-line-phase-2b-flm/\)](https://www.metro.net/projects/foothill-gold-line-phase-2b-flm/)
- d. [Inglewood First/Last Mile Plan \(https://www.metro.net/projects/inglewood_flm/\)](https://www.metro.net/projects/inglewood_flm/)