Each COG will be responsible for developing a Public Participation Element that will cover how interest groups are addressed, identify the processes/procedures involved in the engagement effort and key components of the MSP plan. These are presented as questions that must be answered in advance of, and included within, the MSP 5-Year Plan “Public Participation Element.”

How these questions are addressed is not prescribed, recognizing the flexibility that may be pursued differently among subregions in developing their elements. For example, subregions may elect to utilize, or build upon, successful existing public participation processes that the subregion currently has in place to connect with its community. On the other hand, a subregion may elect to develop a brand new approach tailored to an MSP category generating keen public interest.

This Public Participation Element must be included in the MSP 5-Year Plan adopted by the COG Board and subsequently adopted by the Metro Board per the MSP Administrative Procedures (see page XX).

The MSP 5-Year Plan Public Participation Element needs to answer these questions.

1. Who has an interest in MSP development (by program)?

Outline relevant and impacted interests. At a minimum, the public participation element must address the interests of:

- COGs
- Cities, County and other local jurisdictions
- Communities (where projects are located or significantly influencing)
- Stakeholders (may well vary by MSP focus, but could include advocacy organizations, non-profits representing community interests, business interests, potential service providers and/or funders for the MSP program or project, etc.)

2. What process/procedures will be followed to meaningfully involve these groups?
   A. Define who takes the lead for developing/implementing public information and community outreach processes and/or procedures.
      - Design and implementation should address forums for participation, frequency, and feedback to COG/subregional Board as input for decisions related to (3) below.
   B. How are the processes/procedures documented and communicated?
      - If a COG/subregion believes a prior public outreach process adequately addresses public participation elements as framed by these questions, that justification must be clearly documented.
      - The final, proposed Public Participation Element shall be approved for incorporation into the 5-year MSP at a duly noticed COG public hearing.
3. How will the range of interests outlined in (1) above be engaged in development of the following MSP Plan components?
   A. Identification of candidate projects
   B. Selection of candidate projects
   C. Review and approval of overall 5-Year Program
   D. Implementation of projects within the Program

4. What is the timing of the Public Participation Element?
   A. Public participation should be initiated at the outset of the MSP planning process for all projects considered for MSP programming to be truly relevant.
   B. To ensure that a public participation element will be in place and implemented in the development of the first 5-year program, each COG/subregion must address the Public Participation questions and submit them formally as a prerequisite for receiving the 0.5% planning funding. This formal submission is recommended via a standard template that will be provided by Metro.
   C. The template for the first round of MSP program public participation may outline an intended approach that would be fleshed out over an appropriate period of time— but importantly, would be activated as part of the project identification and selection process accompanying the first submitted 5-year program. Note that the 0.5% MSP planning funds can be used to develop public participation processes appropriate to that program.
   D. Each 5-year program adopted by the COG/subregional Board would include a description of the established public participation element, and how it has been applied in developing the MSP program, and its recommendations.

Finally, the Public Participation Element must reference if, and to what extent, the subregion addresses performance measurement as part of the MSP 5-Year Plan, per the Measure M Administrative Procedures section on performance measurement.