Public Participation Plan

Sample Table of Contents and Information Needed

*This practical tool provides a Table of Contents to organize your Public Participation Plan and the information you will need and questions you may need to ask to complete it. This tool is built from the minimum requirements detailed in FTA C4702.1B and intended as a guide and as such, may not be a complete list for all agencies.*

**Information** **needed:**

* Demographic analysis (See Language Assistance Plan, Four Factor Analysis)
  + Who are the minority, LEP, and traditionally underserved populations in your service area that should be targeted through proactive outreach?
* What kinds of projects does your agency undertake?
* Do public participation efforts vary based on project type?
* Does your agency have any other Public Outreach/Engagement Plans? If so, how do these interact?
* What resources are available to you for outreach and public involvement?
* What strategies will engage the LEP populations in your community?
  + What materials are being translated into which languages?
* What timeframes /deadlines are needed for promotion of outreach activities
* What various ways can the public provide comment?
* Resources include FTA Environmental Justice Webpage and [www.LEP.gov](http://www.LEP.gov)

**Sample Public Participation Plan Table of Contents**

[FTA C 4702.1B, Chapter III-5]

1. Introduction

1.1. Purposes of This Plan

1.2. Demographic Analysis of the Population

2. Public Participation Process

2.1. Approach to Public Participation

2.2. Outreach Requirements and Activities

2.2.1. Strategies to engage Minority and LEP Populations in the Public Participation Process

# **Summary of Outreach Efforts Made Since Last Title VI Submission**

Sample efforts to include in the summary of your agency’s outreach:

* Reoccurring outreach locations /events
* How frequently outreach activities take place
* Annual Ad hoc outreach
  + Unmet needs processes
  + Outreach for Coordinated Plan Updates
  + Outreach for SRTP or other planning studies
* Any committees, collaboratives, councils your agency participates in and often they meet
* Where do you distribute/post transit information?
* Community connections and partnerships
* Do you sell transit passes at any agencies? Do you provide transit information to other agencies?