

## Regional flexible funding call for projects

# Local public involvement checklist

This checklist is intended to guide local jurisdictions in the public involvement activities to be carried out on the local level for local projects to be eligible for a regional flexible funding allocation. The flexible funding allocation comes from the portion of federal Congestion Mitigation and Air Quality/Surface Transportation Program funding that is administered in the Portland metropolitan region by Metro and listed in the Metropolitan Transportation Improvement Program.

The statement that follows the checklist must be signed by the local elected body or comparable authority certifying that a public involvement process (summarized in the statement) has taken place. The signed statement must accompany regional flexible funding project application packages that are submitted to Metro.

Project sponsors should retain a file of the information on their public involvement program (shown in *italic*) in the event of a dispute.

### Checklist

1. At the beginning of the transportation plan or program, a public involvement program was developed and applied that met the breadth and scope of the plan/program. Public participation was broad-based, with early and continuing opportunities throughout the plan/program's lifetime.

*Keep copy of applicable public involvement plan and/or procedures.*

2. Appropriate interested and affected groups were identified, and the list was updated as needed.

*Maintain list of interested and affected parties.*

3. Announced the initiation of the plan/program and solicited initial input. If the plan/ program's schedule allowed, neighborhood associations, citizen planning organizations and other interest groups were notified 45 calendar days prior to (1) the public meeting or other activity used to kick off public involvement for the plan/program; and (2) the initial decision on the scope and alternatives to be studied.

*Keep descriptions of initial opportunities to involve the public and to announce the project's initiation. Keep descriptions of the tools or strategies used to attract interest and obtain initial input.*

4. Provided reasonable notification of key decision points and opportunities for public involvement in the planning and programming process. Neighborhood associations, citizen planning organizations and other interest groups were notified as early as possible.

*Keep examples of how the public was notified of key decision points and public involvement opportunities, including notices and dated examples. For announcements sent by mail, document the number of persons/groups on mailing list.*

5. Provided a forum for timely, accessible input throughout the lifetime of the plan/program.

*Keep descriptions of opportunities for ongoing public involvement in the plan/program, including citizen advisory committees. For key public meetings, this includes the date, location and attendance.*

6. Provided opportunity for input in reviewing screening and prioritization criteria.

*Keep descriptions of opportunities for public involvement in reviewing screening and prioritization criteria. For key public meetings, this includes the date, location and attendance. For surveys, this includes the number received.*

7. Provided opportunity for review/comment on staff recommendations.

*Keep descriptions of opportunities for public review of staff recommendations. For key public meetings, this includes the date, location and attendance. For surveys, this includes the number received.*

8. Considered and responded to public comments and questions. As appropriate, the draft documents and/or recommendations were revised based on public input.

*Keep record of comments received and response provided.*

9. Provided adequate notification of final adoption of the plan or program. If the plan or program's schedule allows, the local jurisdiction should notify neighborhood associations, citizen participation organizations and other interest groups 45 calendar days prior to the adoption date. A follow-up notice should be distributed prior to the event to provide more detailed information.

*Keep descriptions of the notifications, including dated examples. For announcements sent by mail, keep descriptions and include number of persons/groups on mailing list.*

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**Public involvement certification statement**

Summarize (maximum 2 pages) the key elements of the public involvement process for this plan, program or group of projects.

\_\_\_\_\_  
(project sponsor/agency/jurisdiction) certifies the public involvement process summarized above.

\_\_\_\_\_  
(signed)

\_\_\_\_\_  
(date)