

**Agency Name**  
**Transit Policies and Procedures**

|                       |                              |
|-----------------------|------------------------------|
| <b>Subject</b>        | Public Participation Process |
| <b>Section</b>        | Outreach                     |
| <b>Effective Date</b> |                              |
| <b>Approved By</b>    |                              |
| <b>Approval Date</b>  |                              |

**Purpose**

Ensure public involvement is incorporated into transit decision-making.

**Procedure**

Develop a process to provide opportunities to the public to participate in transit decision-making. In accordance with the Federal Transit Administration's policy, the Public Participation Process should offer the following:

- Early and continuous involvement
- Reasonable availability of information
- Opportunities for collaborative input
- Open public meetings
- Access to the decision-making process

The Public Participation Process should be used to seek public input on transit plans, programs, and projects. Participation opportunities should be open to everyone including minority, low-income, and Limited English Proficiency (LEP) populations. The Agency shall notify the public about opportunities to be involved in transit decisions and shall document and consider all public comments that are received. Translators or web-based translation services should be used to communicate with LEP individuals.

A combination of the following outlets should be used for public involvement:

- Brochures, fliers, and signs
- Media (newspaper, radio, television, etc.)
- Websites and social media
- Public meetings
- Community events
- Partnerships with community organizations

**Responsibilities**

The Transit Director is responsible for developing and implementing a Public Participation Process in accordance with this policy.