

Northern Pueblos Regional Transportation Planning Organization (RTPO)
Public Participation Plan
June 22, 2016

- Provide adequate public notice of opportunities for public review of plans
- Hold meetings at convenient and accessible times and locations
- Include a process for considering needs of low income and minority families
- Utilize documented process for nonmetropolitan official participation

ii) Guidelines for meetings per the New Mexico Open Meetings law (NMSA 10-15-1-5)

- All meetings of public bodies or agencies are to be public (10-15-1 (a-b))
- Activities applicable to Open Meetings Law include any formation of policy, discussion of public business or any action that the body has authority to take
- Public bodies to determine in public, what notice for public meeting is appropriate for that body and document publically through FCC licensed broadcast stations and newspapers of general circulation (10-15-1 (d)) said public notice
- Any reconvention of a meeting must be scheduled prior to recess of that meeting, and date and time of meeting must be posted in writing near the door of the original meeting and only matters scheduled to be discussed at the initial meeting may be discussed at the reconvened meeting (10-15-2(e))
- Meeting notices to include agenda of items to be discussed and be made publically available at least 24 hours prior to the meeting (f)
- Meeting bodies are to keep minutes that document, at minimum, date, time, place, persons in attendance and absent, material considered, a record of decisions and votes according to member. Minutes are to be made public and to be prepared no later than 10 working days after the meeting, subsequently reviewed by quorum, then made official (g)

iii) Methods

- Utilize visualization techniques and plan illustrations such as maps, diagrams charts, display boards, and slide presentations to clearly illustrate projects, plans and programs developed for committee meetings and public events.
- Allow minimum of 45 days for comment prior to adopting, revising or updating plans
- Provide opportunity for public comment any time an update or revision to a plan is made
- Social and economic statistics for the region are to be collected, analyzed and processed at regular intervals and results are to be made available to the public" (NMSA 3-56-5 (c))
- Entities are to provide information to the public at large, in order to foster public awareness and understanding of the objectives of the regional plan and the functions of local and regional planning, and to stimulate public interest and participation in the orderly, integrated development of the region" (NMSA 3-56-3 (f))

iv) Review

Accommodation of these populations is considered an element of compliance with Title VI of the Civil Rights Act of 1964's prohibition on discrimination on the basis of national origin. To this end, and in compliance with Executive Order 13166, the **Northern Pueblos** RTPO is committed to providing access to public materials and processes for persons of Limited English Proficiency (LEP). Minimum compliance standards followed are found in the LEP Guidance document in the Federal Register and include:

-That recipients of Federal assistance accommodate persons of LEP based on a four-factor analysis including:

- a) Ratio or proportion of LEP persons served or encountered
- b) Frequency LEP individuals come into contact with a program
- c) Nature and importance of a program to people's lives
- d) Resources available to the recipient of services

-Services provided in accommodation of LEP individuals can include

- a) Oral translation services
- b) Written translation services

-Development of a LEP action plan that includes:

- a) Identification of individuals needing assistance
- b) Language assistance measures/ methods
- c) Staff trainings
- d) Provision of notice to LEP persons of services available
- e) Monitoring and update of LEP plan³

IV. Environmental Justice

In accordance with Executive Order 12898 regarding Environmental Justice, it is the mission of the **Northern Pueblos** RTPO to document and address concerns related to the spatial distribution of low-income and minority populations especially in relation to the positive and negative benefits associated with past, present and future transportation projects. The impact of projects can be wide ranging and significantly affect the ability of low-income minority families to access jobs, housing and services. In accordance with EO 12898, it is the mission of the **Northern Pueblos** RTPO to foster public participation with regard to:

- the effect of public projects on human and environmental health in areas with minority populations
- ensure greater public participation in areas with low income and minority families
- improve research and data collection related to human and environmental health in areas with minority and low-income families

³ 67 FR 41455-41472